WCE SCHEDULE CONTENTS

MACOMB COMMUNITY COLLEGE
Workforce & Continuing Education
SCHEDULE OF CLASSES
MAY–AUGUST 2019

Registration begins Thursday, March 21, 2019, 8AM

Landscape Design
Floral Design

Construction Photography

C4K: College for Kids

DISCOVER **job opportunities**
CONNECT **to your special interests**
ADVANCE **in creative careers**

Macomb Community College
Education • Enrichment • Economic Development

Discover. Connect. *Advance.*

www.macomb.edu

Ready to Advance Personally or Professionally?

We've created these courses to help you develop in your career, learn a new skill or explore a personal interest. With classes conveniently scheduled and taught by experts in the field, there are many options to fit your needs.

Visit us online today: www.macomb.edu/continuinged
Registration begins Thursday, March 21 at 8AM

2 easy ways to register for classes!

1 **REGISTER ONLINE:** Visit www.macomb.edu. Click on *Apply* at the top of the page. **New students**—click on the **TEAL** *New Continuing Education Students* box. Click Search and Register for Continuing Education Classes. **Returning students**—click on the **GRAY** *Current & Returning Continuing Education Students* box. Log in with your My Macomb credentials.

2 **WALK-IN REGISTRATION: Visit the Records & Registration Office**:
South Campus G Building, Room 224;
Center Campus G Building, Room 110.
Monday & Tuesday: 8AM–6PM
Wednesday–Friday: 8AM–4:30PM.
Campuses closed: April 19, May 27 and July 4
Please check macomb.edu for updated holiday and school closing information.

For questions about registration, call 586.445.7999

CAREER WORKSHOPS

Sign up for one of the workshops listed below and get started on a new career or business strategy. Learn about the opportunities that await with Workforce and Continuing Education!

Career Workshop: Health   WKSP-8000
An interactive workshop that explores various health careers. This workshop is mandatory for those interested in the Nursing Assistant, Certified Professional Coder, and Certified Medical Reimbursement Specialist programs. (2 Contact Hours)

64824	W	4/24/19-4/24/19	6:00 PM-7:55 PM	FREE	SOU	K324	Valin, M.
71665	W	5/22/19-5/22/19	6:00 PM-7:55 PM	FREE	SOU	K324	Valin, M.
71666	W	6/12/19-6/12/19	6:00 PM-7:55 PM	FREE	SOU	K324	Valin, M.
71668	W	7/17/19-7/17/19	6:00 PM-7:55 PM	FREE	SOU	K345	Valin, M.
71669	W	8/14/19-8/14/19	6:00 PM-7:55 PM	FREE	SOU	K324	Valin, M.

Career Workshop: Personal Fitness Trainer   WKSP-8006
An interactive workshop to explore a career as a Personal Fitness Trainer. This workshop is mandatory for those interested in the Certified Fitness Trainer FTNS-9000 course. (1 Contact Hours)

71664	T	5/7/19-5/7/19	6:00 PM-6:55 PM	FREE	CTR	R179	WORLD INSTRUCTOR TRAINING SCHOOL

Court Reporting Open House   WKSP-8021C
This two-hour Open House offers the perfect opportunity for potential Court Reporting students to decide if pursuing an education for a career in court reporting is the right choice for them. (2 Contact Hours)

64718	W	4/10/19-4/10/19	6:30 PM-8:25 PM	FREE	CTR	H214	Bosilkovski, E.
71842	W	7/17/19-7/17/19	6:30 PM-8:25 PM	FREE	CTR	H214	Bosilkovski, E.

Career Workshop: Veterinary Assistant   WKSP-8025
NEW! An interactive workshop that explores the career of the Veterinary Assistant. This two-hour seminar offers the perfect opportunity for potential Veterinary Assistant students to decide if pursuing an education for a career working with animals is the right choice for them. This workshop is mandatory for those interested in the Veterinary Assistant Program. (2 Contact Hours)

71675	W	4/10/19-4/10/19	6:00 PM-7:55 PM	FREE	CTR	E114	Renda-Francis, L.
71676	W	5/1/19-5/1/19	6:00 PM-7:55 PM	FREE	CTR	E114	Renda-Francis, L.
71678	W	6/26/19-6/26/19	6:00 PM-7:55 PM	FREE	CTR	E114	Renda-Francis, L.

Want to be part of the veterinary health care team?

Veterinary Assistant Program
Debuting at Macomb in Fall 2019

NEW!

Contact Dr. Lori Renda-Francis,
Program Coordinator/Lead Faculty:

renda-francisL@macomb.edu
586.286.2096

AUTOMOTIVE

Small Engine Repair   AUTO-8034
This course offers students exposure to the various pieces of shop equipment/tools and details of small engine repair. It will focus on the servicing and repairing of two- and four-cycle engines. The class will service and repair mechanical, ignition, electrical, fuel, cooling, and starting systems. Disassembly, inspection for wear, assembly, and proper serviceability techniques using appropriate materials and proper check procedures for service/repair are stressed. (30 Contact Hours)

71733	TTh	5/21/19-6/20/19	6:00 PM-9:55 PM	$329	SOU	M105	Houchen, E.

Small Engine Repair for Teens Ages 14-17   KIDS-8190
This course offers students exposure to the various pieces of shop equipment/tools and details of small engine repair. It will focus on the servicing and repairing of two- and four-cycle engines. Hands-on activities will include disassembly, inspection for wear, assembly, and proper serviceability techniques using appropriate materials and proper check procedures for service/repair are stressed. (18 Contact Hours)

71782	M	7/8/19-8/12/19	6:00 PM-8:55 PM	$239	SOU	M105	Houchen, E.

BUSINESS

ADMINISTRATIVE ASSISTANT PROFESSIONAL
Skilled and professional administrative assistants are invaluable members of an organization. Learn how to gain a business edge with an online efficient office, improved communication skills, and stellar customer service. Use interactive exercises to practice new skills in a fun, high-energy environment. Earn the Administrative Assistant Professional Certificate by completing the recommended course, BSNS-8020, and the following required courses: BSNS-8005, BSNS-8006, BSNS-8007, BSNS-8008A, and BSNS-8009.

Students may also earn the Administrative Assistant Professional with Workplace Computing Skills Certificate by taking the required classes listed above along with CSFT-8080, CSFT-8081, CSFT-8082, and CSFT-8083. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Overview of Administrative Assistant Profession   BSNS-8020
Organizations now recognize that administrative assistants perform a key role in any industry. Explore the administrative assistant profession and potential career opportunities in this growing field. Learn the steps to prepare for entry into this profession. (2 Contact Hours)

71136	M	4/29/19-4/29/19	6:00 PM-7:55 PM	$35	CTR	H210	Rogers, B.

Professionalism for the Administrative Assistant   BSNS-8005
Discover the nine critical skills needed to become a successful administrative assistant. Explore workplace teams and effective team behavior. Understand the components of professionalism. Learn how to arrange effective meetings, travel, and much more. Text required. (12 Contact Hours)

71131	MW	5/13/19-5/22/19	6:00 PM-8:55 PM	$160	CTR	H203	Rogers, B.

Communication for Administrative Assistants   BSNS-8007
Through interactive sessions, learn how to develop effective internal and external communication. Learn to easily interact at business meetings or with customers. Text required. (12 Contact Hours)

71135	MW	6/3/19-6/12/19	6:00 PM-8:55 PM	$160	CTR	H204	Rogers, B.

Organizing Skills   BSNS-8008A
Learn to be efficient and effective in the workplace. Includes time management, paper and electronic record keeping, timely follow-through, and maintenance of a clutter-free environment. Discover the correlation between work habits and productivity. Text required. (12 Contact Hours)

71139	MW	6/17/19-6/26/19	6:00 PM-8:55 PM	$160	CTR	H203	Rogers, B.

Bookkeeping for the Administrative Assistant   BSNS-8009
Learn accounting terminology and the purpose of financial statements. Explore original entry books and the general ledger. Discover how bookkeeping is a communication tool to users of the data. Text required. (9 Contact Hours)

71138	MW	7/15/19-7/22/19	6:00 PM-8:55 PM	$130	CTR	H203	Adams, B.

Customer Service   BSNS-8006
Become a superior customer service representative. Examine customer interaction and the traits of top organizations. Explore ways to add value to every transaction along with the best practices used to create loyal, life long customers. Text required. (12 Contact Hours)

71134	MW	7/29/19-8/7/19	6:00 PM-8:55 PM	$160	CTR	H213	Pittman, L.

PROJECT MANAGEMENT
The following classes are for individuals who wish to understand and improve their project management and leadership skills as well as pass the CAPM or PMP exam. Complete both required classes, BSNS-8016A and BSNS-8018, to receive a Workforce & Continuing Education Certificate in Project Management. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Overview of Project Management   BSNS-8017
Organizations now recognize that project managers can improve business performance in any industry. Explore the project management profession and potential career opportunities in this growing field. Learn the steps to prepare for entry into this profession. (2 Contact Hours)

71140	M	5/20/19-5/20/19	6:00 PM-7:55 PM	$35	CTR	H220	Mahon, L.

Fundamentals of Project Management   BSNS-8016A
Study the five process groups and nine knowledge areas of project management from the Project Management Body of Knowledge. Examine professionalism, ethics, and case studies. Work individually and in teams to practice processes and concepts. Text Required. Laptop and MS Project recommended. (36 Contact Hours)

71141	MW	6/3/19-7/15/19	6:00 PM-8:55 PM	$550	CTR	H220	Mahon, L.

Project Leadership and Management   BSNS-8018
Explore the role and key competencies of project leaders. Learn a step-by-step approach to leadership and team-building. Examine Leadership Ethics, Leadership and Project Strategy, and Leadership and the Political Side of Project Management. Text required. (30 Contact Hours)

71143	MW	7/22/19-8/21/19	6:00 PM-8:55 PM	$475	CTR	H220	Mahon, L.

Classes fill quickly! Advance your skills! Register early!

C4K: COLLEGE FOR KIDS

Macomb Community College's C4K: College for Kids provides educational opportunities and a 'college campus connection' for students ages 3 to 17. Through fun activities and enriching, memorable experiences, students learn and succeed through personal achievement. Partial scholarship opportunities may be available. Email C4K@macomb.edu for application or visit www.macomb.edu (search: C4K scholarship).

Tiny Tunes Piano Pre-School Beginner, Ages 3-4   KIDS-9204
Designed specifically for preschoolers. This is a BIG FUN, delightfully simple piano program. Lessons include everything needed to help jump start your child's musical education. By the end of the course, your child will be able to sing and perform simple songs like *Mary had a Little Lamb*, *Twinkle Twinkle Little Star*, and/or *Jingle Bells*. Music increases attention span, logic, and reasoning skills. Parents must attend. "No class" dates will be announced in class. (6 Contact Hours)

71750 .... M .... 7/8/19-8/12/19 .... 10:00 AM-10:55 AM .... $85 .... SOU ..... C119 .... TINY TUNES PIANO PROGRAM

Tiny Tunes Piano "Young 5S" Beginner, Ages 5-6   KIDS-9205
Designed specifically for children who are just learning how to read and write. Introduce your child to the world of music with all the fundamentals needed to encourage, nurture, and motivate learning and have fun. At course end, your child will be able to sing and play a ton of Tiny Tunes. Children who study music at an early age come out ahead in math and science! Parents welcome. (6 Contact Hours)

71851 .... M .... 7/8/19-8/12/19 .... 11:00 AM-11:55 AM .... $85 .... SOU ..... C119 .... TINY TUNES PIANO PROGRAM

Tiny Tunes Piano Intermediate, Ages 6-7   KIDS-9214
Designed specifically for the advancing beginner. Classes are faster paced and big fun for students and parents alike. Lessons include line and space note recognition, two-handed playing, skip rhythms, flashcards, cross-hand techniques, and some very interesting and exciting Tiny Tunes. Studying music builds self-esteem, memory, and verbal ability. (6 Contact Hours)

71764 .... M .... 7/8/19-8/12/19 .... 12:00 PM-12:55 PM .... $85 .... SOU ..... C119 .... TINY TUNES PIANO PROGRAM

Battle Royale *Fortnite* Style Video Game Ages 8-10   KIDS-9217
Fans of *Fortnite* we need you! Instead of playing the game, design your own. Using professional 3D game development software, build levels and assets inspired by popular battle royale games like *Fortnite*. This course includes cartoonish action and battle sequences. Student-created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. Ages: 8-10 (15 Contact Hours)

71725 .... MTWThF ...... 6/17/19-6/21/19 .... 9:00 AM-11:55 AM .... $249 ..... CTR ...... H214 .... Staff

Battle Royale *Fortnite* Style Video Game Ages 11-14   KIDS-9221
Fans of *Fortnite* we need you! Instead of playing the game, design your own. Using professional 3D game development software, build levels and assets inspired by popular battle royale games like *Fortnite*. This course includes cartoonish action and battle sequences. Student-created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. Ages: 11-14 (15 Contact Hours)

71728 .... MTWThF ...... 6/17/19-6/21/19 .... 1:00 PM-3:55 PM .... $249 ..... CTR ...... H214 .... Staff

Apple iO: Make Your First App! Age 8-10   KIDS-9220
Take the first steps into the world of mobile app design and customize your own game app! Using a specialized app and game development tool, students will explore the world of web-based (HTML5) mobile apps. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of app publishing functions. Student-created apps will be accessible on a private site and can be played on any mobile device or computer. Publishing to app stores not included. Student does not need to own a smartphone or tablet to take the class. Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years. (15 Contact Hours)

71741 .... MTWThF ...... 6/24/19-6/28/19 .... 9:00 AM-11:55 AM .... $249 ..... CTR ...... H214 .... Staff

Apple iO Make Your First App! Age 11-14   KIDS-9224
Take the first steps into the world of mobile app design and customize your own game app! Using a specialized app and game development tool, students will explore the world of web-based (HTML5) mobile apps. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of app publishing functions. Student-created apps will be accessible on a private site and can be played on any mobile device or computer. Publishing to app stores not included. Student does not need to own a smartphone or tablet to take the class. Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years. (15 Contact Hours)

71723 .... MTWThF ...... 6/24/19-6/28/19 .... 1:00 PM-3:55 PM .... $249 ..... CTR ...... H214 .... Staff

Virtual Reality! The Future Is Now! Ages 8-10   KIDS-8247
Embark on an EPIC adventure in virtual reality! In this cutting-edge class, you will learn the foundations of VR design by creating your own virtual worlds, exploring simulated environments, and crafting memorable 3D experiences. At the end of the week, take home your first cardboard VR headset to show friends and family the new worlds you created. VR projects can be viewed on a website or a mobile device. Students do not need a mobile device to take the class, but to use the VR headset, student will need access to an Android or Apple mobile device. Students will work in pairs or teams and VR projects will be available on a password protected Black Rocket website to share with friends and family. (15 Contact Hours)

71721 .... MTWThF .... 7/8/19-7/12/19 .... 9:00 AM-11:55 AM .... $269 ..... CTR ...... H214 .... Staff

Virtual Reality! The Future Is Now! Ages 11-14   KIDS-8248
Embark on an EPIC adventure in virtual reality! In this cutting-edge class, you will learn the foundations of VR design by creating your own virtual worlds, exploring simulated environments, and crafting memorable 3D experiences. At the end of the week, take home your first cardboard VR headset to show friends and family the new worlds you created. VR projects can be viewed on a website or a mobile device. Students do not need a mobile device to take the class, but to use the VR headset, student will need access to an Android or Apple mobile device. Students will work in pairs or teams and VR projects will be available on a password protected Black Rocket website to share with friends and family. (15 Contact Hours)

71724 .... MTWThF ...... 7/8/19-7/12/19 .... 1:00 PM-3:55 PM .... $269 ..... CTR ...... H214 .... Staff

Small Engine Repair for Teens Ages 14-17   KIDS-8190
This course offers students exposure to the various pieces of shop equipment/tools and details of small engine repair. It will focus on the servicing and repairing of two- and four-cycle engines. Hands-on activities will include disassembly, inspection for wear, assembly, and proper serviceability techniques using appropriate materials and proper check procedures for service/repair are stressed. (18 Contact Hours)

71782 .... M .... 7/8/19-8/12/19 .... 6:00 PM-8:55 PM .... $239 ..... SOU ..... M105 .... Houchen, E.

Bricks & Sticks Stop Animation Ages 6-8   KIDS-9222
Take your stop motion movies to the next level. First, create a story with #StikBots, Legos®, action figures or all three! Then watch your story come to life using special stop motion software that allows you to add special effects and go beyond the typical software on a mobile device. Students will need to bring in figures, #StikBots, and Legos® from home, but all other equipment will be provided. Student-created films will be available on a password protected website to share with friends and family. Students will work in pairs or teams for most of the program. (15 Contact Hours)

71720 .... MTWThF ...... 7/15/19-7/19/19 .... 9:00 AM-11:55 AM .... $249 ..... CTR ...... H214 .... Staff

Bricks & Sticks Stop Animation Ages 9-11   KIDS-9218
Take your stop motion movies to the next level. First, create a story with #Stikbots, Legos®, action figures or all three! Then watch your story come to life using special stop motion software that allows you to add special effects and go beyond the typical software on a mobile device. Students will need to bring in figures, #StikBots, and Legos® from home, but all other equipment will be provided. Student-created films will be available on a password protected website to share with friends and family. Students will work in pairs or teams for most of the program. (15 Contact Hours)

71737 .... MTWThF ...... 7/15/19-7/19/19 .... 1:00 PM-3:55 PM .... $249 ..... CTR ...... H214 .... Staff

Code Explorers Ages 6-8   KIDS-9225
For curious young minds who want to take the first steps into the world of programming. Student explorers will use their creativity to solve a series of web-based coding challenges. Each lesson builds fluency in essential digital skills needed for the future. At the end of the class, students will receive access to the interactive learning platform to continue their coding journey at home. Students will work in pairs or teams for most of the program (15 Contact Hours)

71730 .... MTWThF ...... 7/22/19-7/26/19 .... 9:00 AM-11:55 AM .... $249 ..... CTR ...... H214 .... Staff

Code Breakers, Ages 8-10   KIDS-8204
Calling all future coders, programmers, and designers! Learn the basics of coding languages like HTML, JavaScript, and CSS through a series of web projects and design challenges each day and be on your way to becoming the next tech star! Whether you want to be the next Mark Zuckerberg or the high school student who just made $1 million for programming in his bedroom, this course has the essentials you need to begin your journey. Projects will be available on a Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (15 Contact Hours)

71726 .... MTWThF ...... 7/22/19-7/26/19 .... 1:00 PM-3:55 PM .... $249 ..... CTR ...... H214 .... Staff

Roblox Coders-Entrepreneurs! Ages 8-10   KIDS-8243
Discover how to code in the Lua language while playing and designing worlds in Roblox, an online universe where you can create anything you dream of. This new class combines game design concepts, coding, and fun! Young entrepreneurs will also learn how to navigate Roblox's fast-growing marketplace to publish their games. Student created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (15 Contact Hours)

71738 .... MTWThF ...... 7/29/19-8/2/19 .... 9:00 AM-11:55 AM .... $259 ..... CTR ...... H214 .... Staff

Roblox Coders-Entrepreneurs! Ages 11-14   KIDS-8244
Discover how to code in the Lua language while playing and designing worlds in Roblox, an online universe where you can create anything you dream of. This new class combines game design concepts, coding, and fun! Young entrepreneurs will also learn how to navigate Roblox's fast-growing marketplace to publish their games. Student created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (15 Contact Hours)

71736 .... MTWThF ...... 7/29/19-8/2/19 .... 1:00 PM-3:55 PM .... $259 ..... CTR ...... H214 .... Staff

Code Your Own Adventure! Interactive Storytelling, Ages 8-10   KIDS-8237A
Watch as the characters in your imagination come to life in this unique course that blends classic storytelling with animation techniques and coding. Start with a concept, design the characters, and choose not just one ending, but many! Learn how to create your own text-based adventure games with variables, conditional logic, images, HTML, CSS, and JavaScript. Students will work in pairs or teams for most of the program. (15 Contact Hours)

71735 .... MTWThF .... 8/5/19-8/9/19 .... 9:00 AM-11:55 AM .... $249 ..... CTR ...... H214 .... Staff

Code Your Own Adventure! Interactive Storytelling, Ages 11-14   KIDS-8237B
Watch as the characters in your imagination come to life in this unique course that blends classic storytelling with animation techniques and coding. Start with a concept, design the characters, and choose not just one ending, but many! Learn how to create your own text-based adventure games with variables, conditional logic, images, HTML, CSS, and JavaScript. Students will work in pairs or teams for most of the program. (15 Contact Hours)

71971 .... MTWThF .... 8/5/19-8/9/19 .... 1:00PM-3:55 PM .... $249 ..... CTR ...... H214 .... Staff

Roblox Makers Ages 8-10   KIDS-9219
Unlock the power of Roblox Studio, the world creation tool used by real-world Roblox developers! Learn how to build 3D models and create an adventure in your Roblox world. Bring characters to life with unique animations you design. Student created projects will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (15 Contact Hours)

71740 .... MTWThF ...... 8/12/19-8/16/19 .... 9:00 AM-11:55 AM .... $249 ..... CTR ...... H214 .... Staff

Roblox Makers Ages 11-14   KIDS-9223
Unlock the power of Roblox Studio, the world creation tool used by real-world Roblox developers! Learn how to build 3D models and create an adventure in your Roblox world. Bring characters to life with unique animations you design. Student created projects will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (15 Contact Hours)

71739 .... MTWThF ...... 8/12/19-8/16/19 .... 1:00 PM-3:55 PM .... $249 ..... CTR ...... H214 .... Staff

COMPUTER SKILLS

BASIC COMPUTER SKILLS CERTIFICATE

Begin with basic computer skills classes if you are a novice computer user and are seeking computer job skills. Earn the Basic Computer Skills certificate by completing the following required courses: CSFT-8059B, CSFT-8001C, and CSFT-8063B. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu

Keyboarding Basics   CSFT-8059B

Basic computer skills required. Tired of two-finger typing at your computer? Using computer software, learn the home row, alphabetic keys, and basic punctuation keys using the touch method. Bring USB drive and earbuds/earphones to 1st session. (16 Contact Hours)

71155 .... F .... 5/3/19-6/21/19 .... 9:00 AM- 10:55 AM .... $150 ..... CTR ...... A207 .... Romanczyk, V.

Introduction to Computers   CSFT-8001C

Ideal for the beginner seeking computer job skills. Learn basic computer tasks using Windows 10, navigating the Web, working with applications, tiles and e-mail. Browse the Web with edge. Research on the Internet, improve search results, and defend yourself from Web threats. Create and manage favorites. Textbook and USB drive are required. (15 Contact Hours)

71150 .... Sa .... 4/27/19-6/1/19 .... 9:00 AM- 11:55 AM .... $125 ..... CTR ...... A207 .... Romanczyk, V.
71148 .... Sa .... 5/4/19-6/8/19 .... 12:00 PM- 2:55 PM .... $125 ..... SOU ..... C240 .... Mahon, L.
71149 .... MW .... 5/6/19-5/20/19 .... 6:00 PM- 8:55 PM .... $125 ..... SOU ..... C336 .... Burton, M.
71356 .... Th .... 7/11/19-8/8/19 .... 6:00 PM- 8:55 PM .... $125 ..... CTR ...... A232 .... Canfield, J.

Microsoft Office 2016   CSFT-8063B

Basic computer and keyboarding skills are required. Textbook and USB drive are required. Learn basic skills in Word, Excel, PowerPoint, and Access. Applications will include creating business letters and resumes in Word, exploring spreadsheets in Excel, using PowerPoint to create presentations, and working with database objects in Access. (30 Contact Hours)

71152 .... TTh .... 5/14/19-6/13/19 .... 6:00 PM- 8:55 PM .... $265 ..... CTR ...... H204 .... Staff
71154 .... M .... 6/3/19-8/5/19 .... 9:00 AM- 11:55 AM .... $265 ..... CTR ...... A135 .... Romanczyk, V.
71505 .... Sa .... 6/8/19-8/10/19 .... 9:00 AM- 11:55 AM .... $265 ..... CTR ...... A207 .... Romanczyk, V.
71153 .... MW .... 7/8/19-8/7/19 .... 6:00 PM- 8:55 PM .... $265 ..... SOU ..... C336 .... Burton, M.

WORKPLACE COMPUTING CERTIFICATE

Workplace Computing classes are designed for learners who are seeking a solid basic understanding of Word, Excel, PowerPoint, and Access. The Workplace Computing Certificate is awarded upon completion of CSFT-8080, CSFT-8081, CSFT-8082, and CSFT-8083.

Students may also earn the Administrative Assistant Professional with Workplace Computing Skills Certificate by taking the required classes above along with BSNS-8005, BSNS-8006, BSNS-8007, BSNS-8008A, and BSNS-8009. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Microsoft Access 2016   CSFT-8081

Basic computer, keyboarding, and internet skills required. Learn introductory and intermediate Access skills. Topics include ribbon interface; creating tables in Datasheet view; previewing and printing data; designing databases; creating database objects; formatting tables; lookup fields; field properties; queries; designing a relational database; split forms; creating and modifying reports; parameter queries; table structure; Import a Report Into a Database crosstab queries; and more. Textbook and USB drive required. (24 Contact Hours)

71145 .... F .... 5/3/19-6/28/19 .... 5:30 PM- 8:25 PM .... $199 ..... CTR ...... H214 .... Canfield, J.

Microsoft Excel 2016   CSFT-8082

Basic computer skills and keyboarding skills required. Learn introductory and intermediate Excel skills. Topics include entering and editing data in spreadsheets; organizing data; creating and modifying basic formulas and functions; charting data; and formatting worksheets. Textbook and USB drive required. (24 Contact Hours)

71504 .... TTh .... 5/7/19-5/30/19 .... 6:00 PM- 8:55 PM .... $199 ..... CTR ...... A207 .... Staff

Microsoft Word 2016   CSFT-8080

Basic computer skills and keyboarding skills are required. Textbook and USB drive are required. Learn introductory and intermediate Word skills including business letter writing; proofreading tools; tables; WordArt and SmartArt; headers and footers; and mail merge. (24 Contact Hours)

71144 .... Sa .... 6/1/19-7/27/19 .... 9:00 AM- 11:55 AM .... $199 ..... SOU ..... C240 .... Mahon, L.

Microsoft PowerPoint 2016   CSFT-8083

Basic computer, keyboarding, and internet skills required. Learn introductory and intermediate PowerPoint skills. Topics include ribbon interface; document themes; bulleted lists; outlines; formatting text; printing presentations; transitions; clip art and graphics; charts; slide show delivery; editing presentations; handouts; creating hyperlinks; multimedia and sound; PowerPoint tables; sharing files online; finalizing a presentation; and more. Textbook and USB drive required. (24 Contact Hours)

71147 .... TTh .... 6/4/19-6/27/19 .... 6:00 PM- 8:55 PM .... $199 ..... SOU ..... C334 .... Burton, M.

CONSTRUCTION

The Builder's Pre-License program at Macomb Community College is a job skill training program. After successful completion of both Builder's Pre-License Segment I INDT-8022 and Builder's Pre-License Segment II INDT-8023 courses, students will be prepared to sit for the Michigan State Builder's License exam (additional fee through the State of Michigan at time of exam). The Segment I course training will present business management, estimating, design and building science, contracts, risk management, marketing, and sales. The Segment II course training will present project management, scheduling, and current Michigan Residential and Construction Safety Standards, along with management, marketing, and sales. For information, contact 586.498.4100 or workforcedev@macomb.edu.

Builder's Pre-License Training Segment 1   INDT-8022

Segment 1 of the state-mandated Builder's Pre-License training will present business management, estimating, design and building science, contracts, risk management, marketing, and sales. (30 Contact Hours)

71731 .... MW .... 5/13/19-6/10/19 .... 6:00 PM- 9:55 PM .... $425 ..... MTEC ... 138 .... NCI ASSOCIATES, LTD.

Builder's Pre-License Training Segment 2   INDT-8023

Segment 2 of the state-mandated Builder's Pre-License training will present project management, scheduling, and current Michigan Residential and Construction Safety Standards along with management, marketing, and sales. (30 Contact Hours)

71734 .... MW .... 6/24/19-7/22/19 .... 6:00 PM- 9:55 PM .... $425 ..... MTEC ... 138 .... NCI ASSOCIATES, LTD.

Home Inspection   INDT-8025A

Learn how to set up a home inspection business. Follow the home inspection process and discover how to identify common problems, tool requirements, how to market, and what you'll need to get started. Discover how to use drones and infrared cameras in the home inspection business. Use of drones and infrared cameras will be discussed along with a home check-off sheet to list problems in your survey to present to your customer. (24 Contact Hours)

71732 .... T .... 7/9/19-8/27/19 .... 6:00 PM- 8:55 PM .... $595 ..... MTEC ... 136 .... Houchen, E.

COURT REPORTING

Macomb Community College's Court Reporting program is approved by the Michigan Department of Education as a prerequisite for the Certified Shorthand Reporting Examination and is taught by State Certified Court Reporters. Required courses include: CRTR-8000, CRTR-8016, CRTR-8022, CRTR-8007, CRTR-8014, CRTR-8017, CRTR-8025B, CRTR-8009, CRTR-8011, and CRTR-8008. A minimum 40-hour internship is required to complete the program. Court Reporters must be certified through state and national exams. For information, contact the program coordinator, Elizabeth Bosilkovski, at Bosilkovskie@macomb.edu or 586.226.4722.

Court Reporting Open House   WKSP-8021C

This two-hour Open House offers the perfect opportunity for potential Court Reporting students to decide if pursuing an education for a career in court reporting is the right choice for them. (2 Contact Hours)

64718 .... W.................. 4/10/19-4/10/19 .... 6:30 PM- 8:25 PM .... FREE...... CTR ...... H214 .... Bosilkovski, E.
71842 .... W.................. 7/17/19-7/17/19 .... 6:30 PM- 8:25 PM .... FREE...... CTR ...... H214 .... Bosilkovski, E.

Court Reporting Theory 1   CRTR-8000

Develop techniques of a conflict-free writing style and begin building an extensive dictionary. (97.5 Contact Hours)

71361 .... TTh .... 4/30/19-8/15/19 .... 6:15 PM- 9:25 PM .... $579 ..... CTR ...... H203 .... Bosilkovski, E.

Court Reporting Theory 2   CRTR-8016

Continue to develop your skills in machine shorthand theory and real-time principles; learn more advanced principles of theory and conflict-free writing. (97.5 Contact Hours)

71362 .... TTh .... 4/30/19-8/15/19 .... 6:15 PM- 9:25 PM .... $579 ..... CTR ...... H210 .... Bosilkovski, E.

Court Reporting Theory 3   CRTR-8022

Writing techniques are applied while student begins process of speed building. Tests in literary, jury charge, and Q & A must be passed with 95% accuracy at speeds of 60, 80, and 100 wpm; CAT software is required. (97.5 Contact Hours)

71363 .... TTh .... 4/30/19-8/15/19 .... 6:15 PM- 9:25 PM .... $579 ..... CTR ...... H213 .... Bosilkovski, E.

Court Reporting Skill 1   CRTR-8007

Begin the process of speed building and the introduction of legal, medical, and technical dictation. Speed levels are 120-140 wpm, and literary, jury charge, and Q & A tests must be passed with 95% accuracy. (97.5 Contact Hours)

71365 .... TTh .... 4/30/19-8/15/19 .... 6:15 PM- 9:25 PM .... $579 ..... CTR ...... H214 .... Bosilkovski, E.

Court Reporting Skill 2   CRTR-8014

Continue the process of speed building. Speed levels are 160-180 wpm, and literary, jury charge, and Q & A tests must be passed with 95% accuracy. (97.5 Contact Hours)

71366 .... TTh .... 4/30/19-8/15/19 .... 6:15 PM- 9:25 PM .... $579 ..... CTR ...... H215 .... Bosilkovski, E.

Court Reporting Skill 3   CRTR-8017

Continue the process of speed building. Speed levels are 180-225 wpm, and literary, jury charge, and Q & A tests to be passed with 95% accuracy. Internship required. (97.5 Contact Hours)

71367 .... TTh .... 4/30/19-8/15/19 .... 6:15 PM- 9:25 PM .... $579 ..... CTR ...... H220 .... Bosilkovski, E.

Legal Terminology for Court Reporters   CRTR-8008A

This course develops an understanding of legal terminology, the judicial system, and laws that govern court reporters. (37.5 Contact Hours)

71359 .... W................. 5/1/19-8/14/19 .... 6:30 PM- 8:55 PM .... $295 ..... CTR ...... H210 .... Bosilkovski, E.

CULINARY ARTS

BEEKEEPING

Bee-ginner Beekeeping 102   FOOD-8019

Prerequisite: FOOD-8018A

Bee-ginner Beekeeping is offered in three segments to coincide with the beekeeping year. In this second segment, students will learn how to purchase and install bees, how to properly inspect the beehive, and how to care for its overall health. Students will understand IPM (Integrated Pest Management). This segment will be hands-on at the Macomb Community College apiary, with lecture followed by hive inspection. Equipment will be provided. (10 Contact Hours)

64768 .... Sa .... 5/18/19-5/18/19 .... 10:00 AM- 12:25 PM .... $70 ..... CTR ...... K116 .... Ford, J.
And .... Sa .... 6/15/19-6/15/19 .... 10:00 AM- 12:25 PM .... CTR K116
And .... Sa .... 7/20/19-7/20/19 .... 10:00 AM- 12:25 PM .... CTR K116
And .... Sa .... 8/17/19-8/17/19 .... 10:00 AM- 12:25 PM .... CTR K116
64769 .... Sa .... 5/18/19-5/18/19 .... 1:00 PM- 3:25 PM .... $70 .... CTR ...... K116 .... Ford, J.
And .... Sa .... 6/15/19-6/15/19 .... 1:00 PM- 3:25 PM .... CTR K116
And .... Sa .... 7/20/19-7/20/19 .... 1:00 PM- 3:25 PM .... CTR K116
And .... Sa .... 8/17/19-8/17/19 .... 1:00 PM- 3:25 PM .... CTR K116
64772 .... Su .... 5/19/19-5/19/19 .... 10:00 AM- 12:25 PM .... $70 ..... CTR ...... K116 .... Ford, J.
And .... Su .... 6/16/19-6/16/19 .... 10:00 AM- 12:25 PM .... CTR K116
And .... Su .... 7/21/19-7/21/19 .... 10:00 AM- 12:25 PM .... CTR K116
And .... Su .... 8/18/19-8/18/19 .... 10:00 AM- 12:25 PM .... CTR K116
64773 .... Su .... 5/19/19-5/19/19 .... 1:00 PM- 3:25 PM .... $70 ..... CTR ...... K116 .... Ford, J.
And .... Su .... 6/16/19-6/16/19 .... 1:00 PM- 3:25 PM .... CTR K116
And .... Su .... 7/21/19-7/21/19 .... 1:00 PM- 3:25 PM .... CTR K116
And .... Su .... 8/18/19-8/18/19 .... 1:00 PM- 3:25 PM .... CTR K116

Bee-ginner Beekeeping 103   FOOD-8020A

Prerequisite: Take FOOD-8018A FOOD-8019

Bee-ginner Beekeeping is offered in three segments to coincide with the beekeeping year. In this third segment, students will learn how to harvest/extract honey and how to prepare hives for overwintering. This segment will be hands-on at Macomb Community College's apiary, with lecture followed by inspection and harvesting/extraction. Equipment will be provided. (6 Contact Hours)

64770 .... Sa .... 9/14/19-9/14/19 .... 10:00 AM- 12:55 PM .... $60 ..... CTR ...... K116 .... Ford, J.
And .... Sa .... 10/19/19- 10/19/19 .... 10:00 AM- 12:55 PM .... CTR K116
64771 .... Sa .... 9/14/19-9/14/19 .... 1:15 PM- 4:10 PM .... $60 ..... CTR ...... K116 .... Ford, J.
And .... Sa .... 10/19/19- 10/19/19 .... 1:15 PM- 4:10 PM .... CTR K116
64774 .... Su .... 9/15/19-9/15/19 .... 10:00 AM- 12:55 PM .... $60 ..... CTR ...... K116 .... Ford, J.
And .... Su .... 10/20/19- 10/20/19 .... 10:00 AM- 12:55 PM .... CTR K116
64775 .... Su .... 9/15/19-9/15/19 .... 1:15 PM- 4:10 PM .... $60 .... CTR ...... K116 .... Ford, J.
And .... Su .... 10/20/19- 10/20/19 .... 1:15 PM- 4:10 PM .... CTR K116

FOOD SERVICE

Michigan Food Service Manager Training and Certification (ServSafe)   FOOD-8008D
Prepare for and take the State of Michigan ServSafe exam in one day! This eight-hour course includes six hours of instruction and two hours for the exam. Designed for supervisory personnel in Michigan food service establishments, Macomb Community College's course includes important topics in basic microbiology, safe food handling techniques, good hygienic practices, pest control, employee training, and the Michigan state law governing food service establishments. Textbook included. Class will break for one-hour lunch. Students to bring their own brown bag lunch. For information, email wac@macomb.edu or call 586.498.4130. (8 Contact Hours)

71108 .... Sa ....5/18/19-5/18/19 .... 8:00 AM-4:55 PM .... $210 ..... CTR ......H214..Cox, A.

ENGLISH AS A SECOND LANGUAGE (ESL)

Grammar Connection II   ESLL-8003C
Grammar Connection I or equivalent knowledge recommended. Continue your English language improvement journey with Chapters 18-31 in the same text and workbook as Grammar Connection I. This course is designed for students planning to enroll in college-level courses, adults planning to return to college, or high school students in preparation for college. (40 Contact Hours)

71513 .... MW ....6/3/19-8/7/19 .... 12:30 PM-2:25 PM .... $195 ..... CTR ......H205 .... Winslow, N.

Conversational Skills   ESLL-8015C
Let's talk. Improve your English language skills in a relaxed atmosphere. This course is for students who want to improve their fluency in English and take their conversational skills to the next level. Learn how to converse in social and business situations, express an opinion, and understand cultural gestures and idiomatic speech. Text and audio CDs required. (40 Contact Hours)

71515 .... MW ....6/3/19-8/7/19 .... 10:00 AM-11:55 AM .... $195 ..... CTR ......H205................................ Winslow, N.

FINANCE

Savvy Social Security Planning   MNMG-8019
This recently-updated course has been developed to help you learn more about Social Security planning. It is designed to give you the tools necessary to make more informed decisions regarding your Social Security income. (2 Contact Hours)

71802 .... Th ....8/15/19-8/15/19 .... 6:00 PM-7:55 PM .... $29 .... CTR ......N103 ....Malloch, R.
71803 .... T ....8/20/19-8/20/19 .... 6:00 PM-7:55 PM .... $29 ..... SOU ......C309 ....Malloch, R.

FLORAL DESIGN

FLORAL DESIGN CERTIFICATE

The Floral Design program at Macomb Community College is comprised of 8 core courses: FLOR-8043, FLOR-8000B, FLOR-8001, FLOR-8007, FLOR-8002A, FLOR-8009B, FLOR-9002A, and FLOR-8042, which can be taken individually or as part of the certificate of completion program. These core courses teach students floral design, theory, concepts, and techniques--basic to advanced.

Materials are included for all Floral Design classes, and students will be able to take their designs home. Students should register at least 48 hours in advance. Students should bring wire cutters and scissors to each class session. Classes run sequentially each semester and cross over semesters for certificate completion. Not all courses are offered every semester. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Floral Identification and Use   FLOR-8043
Discover and understand the plethora of flora and their uses in design. Learn common and botanical names while realizing not only variety in color but the important attributes of the flowers, common and not so common, to the floral designer. (9 Contact Hours)

71697 .... T ....5/7/19-5/21/19 .... 6:00 PM-8:55 PM .... $199 ..... SOU .....C119 ....Peters, M.

Fundamentals of Floral Design I   FLOR-8000B
Prerequisite: FLOR-8043
Discover basic principles and elements of professional floral design. Step-by-step instruction will teach you how to work with fresh flowers and the tools of the trade. Create four arrangements to take home. Students will receive a Macomb Floral Design apron. (15 Contact Hours)

71714 .... T ....5/28/19-6/25/19 .... 6:00 PM-8:55 PM .... $289 ..... SOU .....C119 ....Peters, M.

Fundamentals of Floral Design II   FLOR-8001
Corequisite: FLOR-8000B FLOR-8043
Practical application will be put to use from the two previous corequisite classes, as you understand and develop techniques and designs as a floral designer. (9 Contact Hours)

71716 .... T ....7/9/19-7/23/19 .... 6:00 PM-8:55 PM .... $279 ..... SOU .....C119 ....Peters, M.

Intermediate Floral Design   FLOR-8007
Corequisite: FLOR-8000B and FLOR-8043
Take your designs to the next level. Add your own special touches to more advanced designs. (9 Contact Hours)

71727 .... T ....7/30/19-8/13/19 .... 6:00 PM-8:55 PM .... $279 ..... SOU .....C119 ....Peters, M.

Advanced Floral Design I   FLOR-8002A
Corequisite: FLOR-8000B and FLOR-8043
Continue to develop your skills. Experience the use of a greater variety of materials and work on a larger scale. Gain confidence to make your own design choices. (12 Contact Hours)

71689 .... M ....4/29/19-5/20/19 .... 6:00 PM-8:55 PM .... $299 ..... SOU .....C119 .... Kiekbusch, K.

Sympathy Design   FLOR-8009B
Corequisite: FLOR-8000B and FLOR-8043
Sympathy Design is a must-know for a valued floral designer and is the largest portion of floral sales and design in the industry. Creating these special arrangements is just part of the process. Learn how to do a consultation and receive hands-on training to create several designs which will include a sympathy spray and a casket spray. (12 Contact Hours)

71729 .... M ....6/3/19-6/24/19 .... 6:00 PM-8:55 PM .... $309 ..... SOU .....C119 .... Kiekbusch, K.

Wedding Bouquets & Corsages   FLOR-9002A
Corequisite: FLOR-8000B and FLOR-8043
Create the newest wedding designs with hand-tied and cascading bouquets. Learn the latest gluing techniques in making corsages and boutonnieres. (12 Contact Hours)

71783 .... M ....7/8/19-7/29/19 .... 6:00 PM-8:55 PM .... $329 ..... SOU .....C119 .... Kiekbusch, K.

Advanced Techniques in Floral Design II   FLOR-8042
Corequisite: FLOR-8000B, FLOR-8043, FLOR-8001, FLOR-8002A, FLOR-8007, FLOR-8009B, FLOR-9002A
This capstone course will bring together all the elements you've learned throughout this program. Design large-scale arrangements while creating your OWN designs in this designer-level course. (18 Contact Hours)

71696 .... M ....8/5/19-9/16/19 .... 6:00 PM-8:55 PM .... $525 ..... SOU .....C119 .... Kiekbusch, K.

FOREIGN LANGUAGE

Italian I   LANG-8059
Learn to converse and write in Italian. Gain the basic skills needed for travel. Explore culture, cuisine, local restaurants, and markets. Tips on how and what to order when traveling or dining locally included. Text required. (24 Contact Hours)

71120 .... W...................5/8/19-7/31/19 .... 5:00 PM-6:55 PM .... $175 ..... CTR ......N106....................................Agazzi, I.

Continuing Italian I   LANG-8063
Continue learning, conversing, and writing Italian. Gain the basic skills needed for travel. Explore culture, cuisine, local restaurants, and markets. Prepare for the Intermediate Italian class. Complete remaining chapters in the text for LANG-8059. Text required. (24 Contact Hours)

71121 .... F ....5/10/19-8/2/19 .... 6:00 PM-7:55 PM .... $175 ..... CTR ......N106....................................Agazzi, I.

Intermediate Conversational Italian   LANG-8012A
Students will improve their vocabulary and continue to learn how to converse, read, and write Italian. Practice speaking this beautiful language and become familiar with the culture, cuisine, and music. Text required. (24 Contact Hours)

71122 .... Th ....5/9/19-8/1/19 .... 5:00 PM-6:55 PM .... $175 ..... CTR ......N103....................................Agazzi, I.

HEALTH CARE TRAINING

Heart Saver First Aid & CPR/AED   HLTH-8095
This course meets the American Heart Association requirements for adult & child Heart Saver first aid, CPR and AED certification. A practical-based course aimed at developing skills in basic first aid, CPR for children and adults, care for the choking victim, and use of an automatic external defibrillator. Text included. (6 Contact Hours)

64782 .... F ....4/12/19-4/12/19 .... 12:30 PM-6:30 PM .... $95 .... SOU ......C123 ....Howard, A.
71633 .... F ....5/17/19-5/17/19 .... 9:00 AM-2:55 PM .... $95 .... SOU ......C123 ....Howard, A.
71632 .... F ....5/24/19-5/24/19 .... 1:30 PM-7:25 PM .... $95 .... SOU ......C123 ....Howard, A.
71634 .... F ....6/28/19-6/28/19 .... 9:00 AM-2:55 PM .... $95 .... SOU ......C123 ....Howard, A.

Basic Life Support for Health Care Providers   HLTH-8096
Designed to provide a wide variety of health care professionals the ability to recognize several life-threatening emergencies, provide CPR, use an automated external defibrillator (AED), and relieve choking in a safe, timely, and effective manner. American Heart Association BLS for Healthcare Providers Course completion card is valid for two years. Textbook required. (4 Contact Hours)

64786 .... F ....4/12/19-4/12/19 .... 8:00 AM-11:55 AM .... $75 .... SOU ......C123 ....Howard, A.
71621 .... T ....5/14/19-5/14/19 .... 8:30 AM-12:25 PM .... $75 .... SOU ......C123 ....Howard, A.
71622 .... T ....5/14/19-5/14/19 .... 1:00 PM-4:55 PM .... $75 .... SOU ......C123 ....Howard, A.
71630 .... F ....5/17/19-5/17/19 .... 3:30 PM-7:25 PM .... $75 .... SOU ......C123 ....Howard, A.
71631 .... F ....5/24/19-5/24/19 .... 9:00 AM-12:55 PM .... $75 .... SOU ......C123 ....Howard, A.
71623 .... T ....6/4/19-6/4/19 .... 8:30 AM-12:25 PM .... $75 .... SOU ......C123 ....Howard, A.
71624 .... T ....6/4/19-6/4/19 .... 1:00 PM-4:55 PM .... $75 .... SOU ......C123 ....Howard, A.
71625 .... T ....7/9/19-7/9/19 .... 8:30 AM-12:25 PM .... $75 .... SOU ......C123 ....Howard, A.
71626 .... T ....7/9/19-7/9/19 .... 1:00 PM-4:55 PM .... $75 .... SOU ......C123 ....Howard, A.
71627 .... T ....8/6/19-8/6/19 .... 9:00 AM-12:55 PM .... $75 .... SOU ......C123 ....Howard, A.
71628 .... T ....8/6/19-8/6/19 .... 1:30 PM-5:25 PM .... $75 .... SOU ......C123 ....Howard, A.

Veterinary Terminology   VETC-8000
Learn common veterinary root words, prefixes, suffixes, and combining root words. Build a strong foundation for veterinary anatomy and physiology. Offered summer semester only (May 1 to August 31). (20 Contact Hours)

71680 .... VIR.................6/3/19-6/17/19 .... VIR-VIR .... $80 .... VIR.......VIR ....Renda-Francis, L.

Introductory Math for Vet Tech   VETC-8015
Designed to introduce the essential math calculations for veterinary technicians. Topics include basic principles, clinical problems using dosage calculations, calculations involving solutions of intravenous fluids, anesthesia, radiology, and nutrition applications. Get a strong foundation for veterinary pharmacology and anesthesia that you can build upon. Textbook required. Offered summer semester only (May 1 to August 31). (20 Contact Hours)

71679 .... VIR...............6/18/19-7/2/19 .... VIR-VIR .... $80 .... VIR.......VIR ....Renda-Francis, L.

NURSING ASSISTANT

Upon successful program completion, which is comprised of courses HLTH-8038A and HLTH-8108, you will receive a Workforce & Continuing Education certificate and be eligible to take the Michigan Nurse Aide Competency Evaluation Test, which is required to become a State of Michigan Certified Nurse Assistant. Prior to registration, students must attend a mandatory orientation. Prior to the first day of class, students must complete a criminal background check, drug screen, TB test, and health physical at their personal expense. Prior to Clinical Practice, students must purchase a uniform. Details of each requirement will be reviewed at the mandatory orientation (WKSP-8000). For information, contact 586.226.4807 or healthcareers@macomb.edu.

Nurse Assistant   HLTH-8038A
Prerequisite: WKSP-8000
Gain the knowledge and skills necessary to assist patients who need help with activities of daily living. Prepare to work in health care facilities or private homes under the direction of a registered nurse. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (96 Contact Hours)

71530 .... MTWTh ....5/6/19-5/30/19 .... 9:00 AM-3:25 PM .... $850 ..... SOU .....C121 ....Brown, D.
And .... F ....5/31/19-5/31/19 .... 9:00 AM-3:25 PM .... SOU C121
71583 .... MTWTh ....5/13/19-6/20/19 .... 5:00 PM-9:15 PM .... $850 ..... SOU .....C121 ....Brown, D.
And .... F ....5/31/19-5/31/19 .... 5:00 PM-9:15 PM .... SOU C121
71588 .... MTWTh ....7/8/19-8/1/19 .... 9:00 AM-3:25 PM .... $850 ..... SOU .....C121 ....Brown, D.

Nurse Assistant Clinical   HLTH-8108
Corequisite: HLTH-8038A or HLTH-8038
Participate in a 32-hour unpaid clinical experience. (32 Contact Hours)

71600 .... MTWTh ....6/3/19-6/10/19 .... 7:30 AM-1:55 PM .... $425 ..... OFF ......OFF ....Brown, D.
And .... T ....6/11/19-6/11/19 .... 7:30 AM-9:25 AM .... SOU C121
71601 .... MTWThF ....6/24/19-7/1/19 .... 5:00 PM-9:15 PM .... $425 ..... OFF ......OFF ....Brown, D.
And .... W ....7/3/19-7/3/19 .... 5:00 PM-9:15 PM .... SOU C121
71602 .... MTWTh ....8/5/19-8/12/19 .... 7:30 AM-1:55 PM .... $425 ..... OFF ......OFF ....Brown, D.
And .... T ....8/13/19-8/13/19 .... 7:30 AM-9:25 AM .... SOU C121

HOME CARE ASSISTANT

Upon successful completion of this program, HLTH-8038A and HLTH-8110, you will receive a Workforce and Continuing Education Home Care Assistant certificate and gain the knowledge and skills necessary to assist clients living at home or in an Assisted Living Facility. The emphasis of this certificate is based on: homecare safety, companionship activities, planning and preparing meals, observation and documentation, transportation, assisting clients with the activities of daily living, and housekeeping chores. Prior to registration, students must attend a mandatory workshop, WKSP-8000. Prior to the first day of class, students must complete a criminal background check. Details of the requirements will be reviewed at the mandatory workshop. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Nurse Assistant   HLTH-8038A
Prerequisite: WKSP-8000

Gain the knowledge and skills necessary to assist patients who need help with activities of daily living. Prepare to work in health care facilities or private homes under the direction of a registered nurse. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (96 Contact Hours)

71530	MTWTh	5/6/19-5/30/19	9:00 AM-3:25 PM	$850	SOU	C121		Brown, D.
And	F	5/31/19-5/31/19	9:00 AM-3:25 PM		SOU	C121		
71583	MTWTh	5/13/19-6/20/19	5:00 PM-9:15 PM	$850	SOU	C121		Brown, D.
And	F	5/31/19-5/31/19	5:00 PM-9:15 PM		SOU	C121		
71588	MTWTh	7/8/19-8/1/19	9:00 AM-3:25 PM	$850	SOU	C121		Brown, D.

Home Care Assistant   HLTH-8110
Prerequisite: HLTH-8038A or HLTH-8038

Home care is the fastest growing job opportunity in health care. Learn home care safety, companionship activities, plan and prepare meals, observation and documentation, transportation, assisting clients with activities of daily living and housekeeping chores. Prior to admittance into this class, students are required to successfully complete the Nurse Assistant HLTH-8038A portion of the Nursing Assistant Program. (6 Contact Hours)

64735	WTh	4/17/19-4/18/19	9:00 AM-11:55 AM	$75	SOU	C121		Rutkowski, D.
71603	WTh	8/14/19-8/15/19	9:00 AM-11:55 AM	$75	SOU	C121		Rutkowski, D.

CERTIFIED PROFESSIONAL CODING

Are you a detail-oriented, analytical, and business-minded thinker? A career in medical coding might be right for you! Upon successful program completion, WKSP-8000, CSFT-8063B, HLTH-8010A, HLTH-8102A, HLTH-8103A, and HLTH-8074, students will receive a Workforce and Continuing Education certificate and be prepared to take the internationally recognized Certified Professional Coder (CPC) exam, licensed by the American Academy of Professional Coders. More information about the exam can be found at www.aapc.com. WKSP-8000 Workshop: Health Careers is required prior to registration in the Medical Coding I course. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Microsoft Office 2016   CSFT-8063B
Basic computer and keyboarding skills are required. Textbook and USB drive are required. Learn basic skills in Word, Excel, PowerPoint, and Access. Applications will include creating business letters and resumes in Word, exploring spreadsheets in Excel, using PowerPoint to create presentations, and working with database objects in Access. (30 Contact Hours)

71152	TTh	5/14/19-6/13/19	6:00 PM-8:55 PM	$265	CTR	H204		Staff
71154	M	6/3/19-8/5/19	9:00 AM-11:55 AM	$265	CTR	A135		Romanczyk, V.
71505	Sa	6/8/19-8/10/19	9:00 AM-11:55 AM	$265	CTR	A207		Romanczyk, V.
71153	MW	7/8/19-8/7/19	6:00 PM-8:55 PM	$265	SOU	C336		Burton, M.

Medical Terminology   HLTH-8010A
Develop a medical vocabulary through a word building system of prefixes, suffixes, root words, and combining forms. Build, identify, and understand appropriate medical terms. Text Required. (48 Contact Hours)

71609	T	5/7/19-7/9/19	5:30 PM-10:25 PM	$295	SOU	C129		Howard, A.

Medical Coding I   HLTH-8102A
Prerequisite: WKSP-8000 HLTH-8010A CSFT-8063B with minimum grade CR

Prepare for the nationally recognized Certified Professional Coder (CPC) exam. Learn the rules and regulations of ICD-10-CM (International Classification of Diseases, 10th Ed. Clinical Modification), allowing you to apply coding skills to medical services provided in the medical office. Analyze written descriptions of diseases, disorders, and injuries and translate them into ICD-10-CM codes to their highest level of specificity for medical insurance billing. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (33 Contact Hours)

71613	VIR	5/7/19-7/16/19	VIR-VIR	$325	VIR	VIR		Dunsmore, K.
71615	T	5/7/19-7/16/19	6:00 PM-8:55 PM	$325	SOU	C223		Wietecha, L.

Medical Coding II   HLTH-8103A
Prerequisite: WKSP-8000 HLTH-8010A with minimum grade CR, CSFT-8063B with minimum grade CR

Prepare for the nationally recognized Certified Professional Coder (CPC) exam. Understand the guidelines of Evaluation and Management codes, learn the basics of Healthcare Common Procedure Coding System (HCPCS) coding: Level I-CPT, Level II-National codes for medical services rendered in medical offices and hospital settings. Use the proper use of modifiers and apply medical necessity criteria to assign diagnostic and procedure codes appropriate for medical insurance billing. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (56 Contact Hours)

71617	VIR	5/9/19-8/29/19	VIR-VIR	$550	VIR	VIR		Hicks, R.
71618	Th	5/9/19-5/9/19	6:00 PM-9:25 PM	$550	SOU	C223		Hicks, R.
And	Th	5/16/19-8/29/19	6:00 PM-9:25 PM		SOU	C123		

CPC Study Night   HLTH-8074
Prepare to take the AAPC Certified Professional Coder (CPC) Exam. Bring your current ICD-10, CPT, and HCPCS coding manuals. (5.5 Contact Hours)

71619	F	8/30/19-8/30/19	5:00 PM-10:25 PM	$99	SOU	C129		Hicks, R.

CERTIFIED MEDICAL REIMBURSEMENT SPECIALIST

Be a cut above the rest! The CMRS designation is awarded by the American Medical Billing Association (AMBA). Certification provides credibility to the biller, health care providers, and employers. It demonstrates your commitment to providing the highest standards possible in Claims Management and Medical Billing. More information about the exam can be found at www.ambanet.net. WKSP-8000 Health Career Workshop is required prior to registration in HLTH-8061B, HLTH-8008D or HLTH-8018C, the recommended order of classes. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Microsoft Office 2016   CSFT-8063B
Basic computer and keyboarding skills are required. Textbook and USB drive are required. Learn basic skills in Word, Excel, PowerPoint, and Access. Applications will include creating business letters and resumes in Word, exploring spreadsheets in Excel, using PowerPoint to create presentations, and working with database objects in Access. (30 Contact Hours)

71152	TTh	5/14/19-6/13/19	6:00 PM-8:55 PM	$265	CTR	H204		Staff
71154	M	6/3/19-8/5/19	9:00 AM-11:55 AM	$265	CTR	A135		Romanczyk, V.
71505	Sa	6/8/19-8/10/19	9:00 AM-11:55 AM	$265	CTR	A207		Romanczyk, V.
71153	MW	7/8/19-8/7/19	6:00 PM-8:55 PM	$265	SOU	C336		Burton, M.

Medical Terminology   HLTH-8010A
Develop a medical vocabulary through a word building system of prefixes, suffixes, root words, and combining forms. Build, identify, and understand appropriate medical terms. Text Required. (48 Contact Hours)

71609	T	5/7/19-7/9/19	5:30 PM-10:25 PM	$295	SOU	C129		Howard, A.

Patient Access Services   HLTH-8061B
Prerequisite: HLTH-8010A with minimum grade CR, CSFT-8063B with minimum grade CR

Students will develop an understanding of the revenue cycle and the role of patient access in health care institutions. The student will develop competency in the full range of patient access services including patient registrations and admissions, patient rights and responsibilities, customer services, and laws and regulations affecting patient access. Students will understand the accreditation requirements of health care organizations and will be able to communicate complex regulations to patients during the patient access encounter. Bring a flash drive to class. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. (24 Contact Hours)

71522	TTh	5/14/19-6/6/19	6:00 PM-8:55 PM	$195	CTR	R168		Eastwood, M.

Medical Billing   HLTH-8008D
Prerequisite: HLTH-8010A with minimum grade CR, CSFT-8063B with minimum grade CR

Obtain the knowledge and skills associated with insurance billing for medical practices. Examine third party reimbursement including Medicare, Medicaid, Blue Cross Blue Shield, Worker's Compensation, and TRICARE. Become familiar with diagnostic (ICD-10) and procedural (CPT) coding needed to submit claims in compliance with third party payers' requirements. Become familiar with actual medical billing working with Medisoft software. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (45 Contact Hours)

71521	W	6/12/19-8/14/19	5:30 PM-9:55 PM	$325	SOU	C129		Staff

Billing Applications   HLTH-8018C
Prerequisite: HLTH-8010A CSFT-8063B with minimum grade CR

Students will be introduced to the basic principles of hospital billing. Gain knowledge in the patient accounts and data flow, the hospital billing process, become familiar with the UB04 claim form, health care payers, reimbursement, revenue cycle and accounts receivable management. Learn how to read and understand the Explanation of Benefits, follow up with payers, and techniques in insurance collection. This is an online class. Students will meet with the instructor on day one. Access Canvas at My Macomb. (36 Contact Hours)

71519	Th	6/13/19-6/13/19	6:00 PM-9:55 PM	$295	SOU	C129		Coligado, A.
And	VIR	6/14/19-8/18/19	VIR-VIR		VIR	VIR		

MEDICAL BILLER/CODER PROFESSIONAL

Online Internship for Medical Coding   HLTH-8105
Gain experience you need to be a successful medical coder! This virtual internship simulates the work experience of a realistic, multi-specialty medical clinic. It offers real-world experience coding more than 500 cases in 18 medical specialties. The internship complements and provides application for concepts learned in *Step-by-Step Medical Coding* by Carol J. Buck. Students will spend 20 hours per week coding at home and will be supervised online via Canvas by faculty. Optional course orientation with instructor on first day. Current year coding manuals and an access code (available at the bookstore) required. (240 Contact Hours)

71620	W	5/22/19-5/22/19	6:00 PM-7:55 PM	$395	SOU	C129		Hicks, R.
And	VIR	5/23/19-7/24/19	VIR-VIR		VIR	VIR		

CERTIFIED PERSONAL FITNESS TRAINER

Earn your certification from our partners at WORLD INSTRUCTOR TRAINING SCHOOL (WITS). WITS is the only major certifying body in the country providing comprehensive practical training and internship components. You will be prepared to work with clients and stand out in any gym as 'the expert' in your field. This challenging course provides both theoretical foundations in the body systems and hands-on skill competency. Successful completion on written exam, practical exam, and CPR/AED (HLTH-8095) are required to receive certification. An optional internship is recommended for maximum employability. Registration and payment is through WITS and includes a PayPal payment plan.

Registration for both the on-campus and online courses are available at https://tinyurl.com/mi-macomb-cpt.

Details of the program will be reviewed at the mandatory workshop (wksp-8006). For more information about this nationally recognized exam, visit WITS at www.witseducation.com or contact Macomb at 586.226.4807 or healthcareers@macomb.edu.

Heart Saver First Aid & CPR/AED   HLTH-8095
This course meets the American Heart Association requirements for adult & child Heart Saver first aid, CPR and automated external defibrillator (AED) certification. A practical-based course aimed at developing skills in basic first aid, CPR for children and adults, care for the choking victim, and use of an automatic external defibrillator. Text included. (6 Contact Hours)

64782	F	4/12/19-4/12/19	12:30 PM-6:30 PM	$95	SOU	C123		Howard, A.
71633	F	5/17/19-5/17/19	9:00 AM-2:55 PM	$95	SOU	C123		Howard, A.
71632	F	5/24/19-5/24/19	1:30 PM-7:25 PM	$95	SOU	C123		Howard, A.
71634	F	6/28/19-6/28/19	9:00 AM-2:55 PM	$95	SOU	C123		Howard, A.

Certified Fitness Trainer   FTNS-9000
Corequisite: WKSP-8006

This 32-hour program, 16 hours of lecture and 16 hours of hands-on practical training, will walk many graduates right into a job! Key topics include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. Choose either the in-person classroom lecture or the online lecture. All students must attend the instructor-led LIVE practical laboratory at the off-site gym. For students who want more time for the lecture prior to the practical training, the online, self-paced sessions are optimal for learning. Interactive video lectures, practical video labs, discussion boards, and quizzes will be completed. Textbook required. Please read the first three chapters prior to the first class. (36 Contact Hours)

71636	T	5/14/19-7/11/19	6:00 PM-7:55 PM	$799	CTR	R164	WORLD INSTRUCTOR TRAINING SCHOOL	
And	Th	5/14/19-7/11/19	6:00 PM-7:55 PM		OFF	OFF		
71639	VIR	5/14/19-7/11/19	VIR-VIR	$799	VIR	VIR	WORLD INSTRUCTOR TRAINING SCHOOL	
And	Th	5/16/19-7/11/19	6:00 PM-7:55 PM		OFF	OFF		

PHARMACY TECHNICIAN

Pharmacy Technicians are in high demand in both retail (ambulatory) and hospital (institutional) pharmacies. Upon successful completion of HLTH-8005G, HLTH 8113A and HLTH-8015A, you will receive a Workforce & Continuing Education certificate and be prepared to take the Pharmacy Technician Certification Board Exam (PTCB). Successful completion of the PTCB exam is required for CPhT licensure in the State of Michigan. A high school diploma or GED is required to take the exam. More information can be found at www.ptcb.org. Prior to internship placement, you must pass a criminal background check, drug screening and TB test. Retail or hospital internships are offered. Hospital internships also require a physical, immunization titers, and a current Basic Life Support certification. Some placements require uniforms at your own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Ambulatory Pharmacy Technician   HLTH-8005G
Corequisite: HLTH-8113A

Acquire the knowledge and skills to become a professional pharmacy technician by studying pharmacy practice methods, pharmacology, dosage calculations, and other important skills necessary to assist pharmacists in our drug distribution system. Sections of practice include ambulatory, institutional, home infusion, and long-term care pharmacy. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (60 Contact Hours)

71517 .... T .... 5/7/19-8/13/19 .... 6:00 PM-9:55 PM .... $995 ..... SOU ..... C123 .... Staff
And .... T .... 5/7/19-8/13/19 .... 6:00 PM-9:55 PM .... SOU C129

Institutional Pharmacy Technician   HLTH-8113A
Corequisite: HLTH-8005G

Designed to provide the skills needed to enter inpatient hospital or other institutional pharmacy practices. Methods specific to hospital pharmacy include calculations and strict aseptic technique to compound sterile products such as IV bags. Students will apply skills and knowledge learned by participating in an unpaid internship at the conclusion of the course. Prospective students who have worked a minimum of two years in an ambulatory practice setting, have active PTCB certification, and have an active Michigan Pharmacy Technician license may be granted acceptance to the course with instructor approval in lieu of the prerequisite course. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (32 Contact Hours)

71518 .... Th .... 6/27/19-8/22/19 .... 6:00 PM-9:55 PM .... $550 ..... CTR ...... R264 .... Staff

Pharmacy Technician Internship   HLTH-8015A
Corequisite: HLTH-8005G Take HLTH-8113A

Participate in a minimum 100-hour unpaid internship in either a retail or hospital pharmacy. Hours for hospital placement are strictly full-time, day shift. Hours for retail can be part-time. (100 Contact Hours)

71825 .... 9/3/19-12/16/19 .... VIR-VIR .... $199 ..... OFF ...... OFF .... Staff

PHLEBOTOMY

Learn to do a perfect venipuncture and your skills will be in demand! This course can lead to full time work as a phlebotomist or enhance your resume as a multi-skilled health care worker. Upon successful completion of courses HLTH-8001C and HLTH-8021B, students will receive a Workforce and Continuing Education certificate and be prepared to take the nationally recognized American Medical Technologist (AMT) exam immediately or the American Society for Clinical Pathology (ASCP) exam for Phlebotomy after one year's experience. More information about the exams can be found at www.americanmedtech.org and www.ascp.org. Prior to internship placement, students must pass a criminal background check, drug screen, TB test and immunization titers, provide Basic Life Support Certification documentation, and purchase a uniform at their own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Phlebotomy   HLTH-8001C
Corequisite: HLTH-8021B

Gain knowledge and skills to work as a phlebotomist in medical facilities. Learn beginning to advanced phlebotomy, while obtaining laboratory practice. Enroll in internship. Text required. (40 Contact Hours)

71607 .... TTh .... 5/21/19-6/20/19 .... 5:30 PM-9:25 PM .... $1,295 .. CTR ...... R165 .... Saullo, K.
And .... TTh .... 5/21/19-6/20/19 .... 5:30 PM-9:25 PM .... CTR R180

Phlebotomy Internship   HLTH-8021B
Corequisite: HLTH-8001C

Participate in an 80/120-hour unpaid internship for three continuous weeks, full-time, day shift only. (80 Contact Hours)

71606 .... 6/24/19-7/5/19 .... OFF-OFF .... $199 ..... OFF ...... OFF .... Saullo, K.

Phlebotomy Workshop   HLTH-8111
Review and practice proper phlebotomy procedures and techniques. For current health students in Phlebotomy, Laboratory Assistant, Medical Assistant, Nursing, Respiratory Therapist, or Emergency Medical Technician. Proof of immunizations and negative results from a TB skin test required and must be brought to class. (3 Contact Hours)

70758 .... Sa .... 4/13/19-4/13/19 .... 9:00 AM-11:55 AM .... $29 .... CTR ...... R180 .... Saullo, K.
And .... Sa .... 4/13/19-4/13/19 .... 9:00 AM-11:55 AM .... CTR R165

LABORATORY ASSISTANT

Do you love science? Laboratory Assistants combine the art of phlebotomy with the beginning knowledge and skills used to assist medical laboratory professionals in clinical laboratories found in hospitals, outpatient clinics, and processing centers. Internship includes performing phlebotomy and specimen processing in the lab. Upon successful completion of HLTH-8010A, HLTH-8106A, and HLTH-8107A, students will be awarded a Workforce and Continuing Education certificate and will be prepared to take the nationally recognized Medical Laboratory Assistant (CMLA) exam through the American Medical Technologists (AMT). More information about the exam can be found at www.americanmedtech.org. Prior to internship placement, students must pass a criminal background check, drug screen, TB test and immunization titers, provide Basic Life Support Certification documentation, and purchase a uniform at their own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Medical Terminology   HLTH-8010A
Develop a medical vocabulary through a word building system of prefixes, suffixes, root words, and combining forms. Build, identify, and understand appropriate medical terms. Text Required. (48 Contact Hours)

71609 .... T .... 5/7/19-7/9/19 .... 5:30 PM-10:25 PM .... $295 ..... SOU ...... C129 .... Howard, A.

Laboratory Assistant   HLTH-8106A
Corequisite: HLTH-8010A

Learn the art of phlebotomy, proper specimen collection and preparation needed for specimen analysis. Understand how to process clinical specimens for distribution to appropriate laboratory departments, e.g. blood bank, chemistry, hematology, or microbiology. Topics include safety, quality assurance, and quality control. You will practice laboratory safety procedures while learning Clinical Laboratory Improvement Act (CLIA) waived procedures commonly performed in the laboratory. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (100 Contact Hours)

71523 .... MW .... 5/13/19-8/7/19 .... 5:30 PM-9:25 PM .... $1,295 .. CTR ...... R264 .... Coleman, V.
And .... M .... 5/13/19-8/7/19 .... 5:30 PM-9:25 PM .... CTR R165

Laboratory Assistant Internship   HLTH-8107A
Participate in a 120-hour unpaid internship in a clinical laboratory. (120 Contact Hours)

71527 .... 8/12/19-9/16/19 .... VIR-VIR .... $199 ..... OFF ...... OFF .... Saullo, K.

HEALTH AND WELLNESS

Tai Chi   FTNS-8018E
Maintain healthy joints and live with arthritis with the flowing sequence of graceful, agile movements from Sun-style Tai Chi, a gentle ancient Chinese discipline. Experience reduced pain and stiffness, improved memory and focus, increased muscle strength, and less stress. Taught by Arthritis Foundation trained and certified leader. (6 Contact Hours)

71116 .... F .... 5/10/19-6/21/19 .... 9:00 AM-9:55 AM .... $55 .... CTR ...... F112 .... LaMacchio, A.

Tai Chi Advanced   FTNS-8020E
This course reviews the beginner movements and introduces the next 6 advanced movements of Sun-style Tai Chi. Reinforce the power of focus as participants embrace the slow, graceful movements and controlled breathing techniques to reduce pain, stiffness, and fatigue. Experience improved energy, well-being, and Qi, the life energy that is essential for health and vitality and governs all functions of the body. Taught by an Arthritis Foundation trained and certified leader. (6 Contact Hours)

71118 .... F .... 6/28/19-8/2/19 .... 9:00 AM-9:55 AM .... $55 .... CTR ...... F112 .... LaMacchio, A.

Tai Chi Advanced II: Reversed   FTNS-8081
Prerequisite: FTNS-8018E FTNS-8020E

This course starts with a review of movements 1-12 and teaches the opposite direction for all 12 movements of Sun-style Tai Chi, creating a flow of 24 beautiful movements that strengthen the body and mind. Reinforce the power of focus as participants embrace the slow, graceful movements and controlled breathing techniques to reduce pain, stiffness, and fatigue. Experience improved energy, well-being, and Qi—the life energy that is essential for health and vitality and which governs the functions of the body. (6 Contact Hours)

71117 .... F .... 5/10/19-6/21/19 .... 10:00 AM-10:55 AM .... $55 .... CTR ...... F112 .... LaMacchio, A.
71119 .... F .... 6/28/19-8/2/19 .... 10:00 AM-10:55 AM .... $55 .... CTR ...... F112 .... LaMacchio, A.

Tai Chi 2   FTNS-9019
This is a more challenging course designed for those who have learned the 24 postures in the beginner, advanced and reverse classes. Participants continue through a series of graceful, flowing movements adapted from the ancient Chinese discipline of Tai Chi, including warm-up, cool down, and breathing exercises. The program is derived from Sun-style, the gentlest form of Tai Chi. (6 Contact Hours)

71445 .... F .... 5/10/19-6/21/19 .... 8:00 AM-8:55 AM .... $55 .... CTR ...... F112 .... LaMacchio, A.
71447 .... F .... 6/28/19-8/2/19 .... 8:00 AM-8:55 AM .... $55 .... CTR ...... F112 .... LaMacchio, A.

Lymphatic Reflexology & Massage   WELL-8058
Reflexology is the ancient art of applying pressure to specific areas of the hands and feet to increase the function and flow of energy throughout the body. Using this self-massage procedure, you can promote relaxation, remove congestion and restore balance within your body. Learn how reflexology techniques assist in the major role the lymphatic system plays in maintaining health and immunity. (4 Contact Hours)

71129 .... Sa .... 6/15/19-6/15/19 .... 9:00 AM-12:55 PM .... $35 .... SOU ..... E205 .... Greene, C.
71130 .... Sa .... 8/24/19-8/24/19 .... 9:00 AM-12:55 PM .... $35 .... SOU ..... E205 .... Greene, C.

LANDSCAPING

Rain Garden Workshop   LAND-8027
NEW! Join us for this one-day workshop and discover best practices and plants for successful rain garden design and implementation. View and discuss the rain gardens onsite at Macomb's M-TEC facility, created in partnership with the DEQ. Realize how installing a rain garden at your residence, business or within the community will benefit the environment, for years to come. (4 Contact Hours)

71744 .... Sa .... 8/3/19-8/3/19 .... 9:00 AM-1:00 PM .... $79 .... MTEC ... 138 .... Hopkinson, P.

BASIC LANDSCAPE DESIGN CERTIFICATE

Learn the basic skills and receive state-of-the-art information required to develop a strong foundation for a variety of career specialties. The program encourages professional standards, a strong work ethic, and sound management practices.

The Basic Landscape Design Certificate consists of six courses: LAND-8005A, LAND-8004B, LAND-8009, LAND-8006B, LAND-8018, and LAND-8008A. Classes may be taken individually or as part of the certificate program. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Residential Landscape Planting Design   LAND-8006B
Learn about composition and design characteristics of plant materials. Review the criteria for successful landscape design, including selection, climate, cultural suitability, availability, costs, and maintenance. (12 Contact Hours)

71746 .... T .... 5/21/19-5/28/19 .... 6:00 PM-8:55 PM .... $189 ..... MTEC ... 138 .... Hopkinson, P.

Sustainable Landscaping   LAND-8018
Explore simple ways to create an environmentally friendly landscape that uses fewer natural resources, controls rainwater, and needs less maintenance. (9 Contact Hours)

71748 .... T .... 6/11/19-6/25/19 .... 6:00 PM-9:00 PM .... $139 ..... MTEC ... 125 .... Hopkinson, P.

Site Analysis and Evaluation   LAND-8008A
Identify unique problems connected with the property and discover how to utilize or reconfigure features to create a well-designed outdoor space. (12 Contact Hours)

71743 .... T .... 7/9/19-7/30/19 .... 6:00 PM-9:00 PM .... $259 ..... MTEC ... 125 .... Hopkinson, P.

ENVIRONMENTAL HORTICULTURE CERTIFICATE

Become familiar with commonly used landscape plants and their identifying characteristics and cultural requirements. Discover plants that work well together and incorporate each plant into the landscape. The Environmental Horticulture Certificate consists of seven courses: LAND-8020A, LAND-8025A, LAND-8021, LAND-8022A, LAND-8023, LAND-8024, and LAND-8026. Classes can be taken individually or as part of the certificate program. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Basic Horticulture/How to Grow Plants   LAND-8020A
Discover the basics of how plants grow, their relationship with the soil, their water and nutrient needs, and how they respond to the surrounding environment. The "Right Plant Right Place" sustainable philosophy will be explored. (18 Contact Hours)

71394 .... M .... 5/6/19-6/17/19 .... 6:00 PM-9:00 PM .... $259 ..... MTEC ... 116 .... Hopkinson, P.

Plant ID & Use 1—Trees   LAND-8021
Familiarize yourself with the most commonly used trees in the landscape, their identifying characteristics and cultural requirements. (12 Contact Hours)

71742 .... T .... 8/6/19-8/27/19 .... 6:00 PM-9:00 PM .... $189 ..... MTEC ... 124 .... Hopkinson, P.

MOTORCYCLE SAFETY

The Motorcycle Rider and Safety Education program is conducted with Michigan Safety Education funds from a state grant administered by the Michigan Secretary of State.

All motorcycle classes require students to have the following riding gear and safety equipment for the first riding session:

- DOT-approved motorcycle helmet
- Long-sleeved jacket or heavy shirt
- Heavy-duty long pants
- Eye protection--goggles or glasses (required even with a face-shield helmet)
- Full-fingered gloves
- Boots (ankles must be covered and boots must have a hard sole--high heels or high-top tennis shoes are not permitted)
- Rain and cold weather gear, as needed

Due to State of Michigan training requirements for the Motorcycle Endorsement, you must be on time to class and attend all sessions. Late arrivals will not be admitted into class.

Students under the age of 18 are allowed to take the Basic Rider Web Enhanced or the Returning Rider course starting at age 15 if they have a valid driver's license number. A parent or guardian must accompany the student to the first class meeting; parent signatures are required on some documents.

Motorcycle Safety Refund Policy:
- 0% refund if student drops or transfers course
- 100% refund if course is cancelled by College

For information, contact 586.445.7605 or motorcycle@macomb.edu.

Basic Rider Web Enhanced   CYCL-8016

REQUIREMENT: Must provide a valid email address upon registration. Must complete the online course prior to your class start date and bring the certificate of completion to the first class session. Link to the ecourse will be distributed by the College via email at least 1 week prior to the start date of your class. If you have not received an email by this time, please send your request to motorcycle@macomb.edu. The course consists of approximately 18 hours of instruction – 3 hours of online training to be completed prior to your class start date, 5 hours of classroom instruction and 10 hours of hands-on coaching. Designed for participants that have minimal experience operating a motorcycle, the course will focus on the development of basic riding skills: clutch and throttle coordination, straight-line riding, braking, turning and shifting. Successful completion of this course and its knowledge and skills test will result in a riding and written test waiver by the Secretary of State. Prerequisite: Ability to ride a bicycle (16 Contact Hours)

64806	F	4/12/19-4/12/19	5:45 PM-9:55 PM	$50	SOU	S101	Feyers, R.
And	SaSu	4/13/19-4/14/19	8:00 AM-5:55 PM		SOU	S101	
64825	F	4/26/19-4/26/19	5:45 PM-9:55 PM	$50	SOU	S101	Feyers, R.
And	SaSu	4/27/19-4/28/19	8:00 AM-5:55 PM		SOU	S101	
71474	F	5/3/19-5/3/19	5:45 PM-9:55 PM	$50	SOU	S101	Feyers, R.
And	SaSu	5/4/19-5/5/19	8:00 AM-5:55 PM		SOU	S101	
71479	MTWTh	5/13/19-5/16/19	5:00 PM-9:55 PM	$50	SOU	S101	Feyers, R.
71475	F	5/17/19-5/17/19	5:45 PM-9:55 PM	$50	SOU	S101	Feyers, R.
And	SaSu	5/18/19-5/19/19	8:00 AM-5:55 PM		SOU	S101	
71476	F	5/31/19-5/31/19	5:45 PM-9:55 PM	$50	SOU	S101	Feyers, R.
And	SaSu	6/1/19-6/2/19	8:00 AM-5:55 PM		SOU	S101	
71477	F	6/7/19-6/7/19	5:45 PM-9:55 PM	$50	SOU	S101	Feyers, R.
And	SaSu	6/8/19-6/9/19	8:00 AM-5:55 PM		SOU	S101	
71478	F	6/21/19-6/21/19	5:45 PM-9:55 PM	$50	SOU	S101	Feyers, R.
And	SaSu	6/22/19-6/23/19	8:00 AM-5:55 PM		SOU	S101	
71470	F	6/28/19-6/28/19	5:45 PM-9:55 PM	$50	CTR	C101	Feyers, R.
And	SaSu	6/29/19-6/30/19	8:00 AM-5:55 PM		CTR	C101	
71547	F	7/12/19-7/12/19	5:45 PM-9:55 PM	$50	SOU	S101	Feyers, R.
And	SaSu	7/13/19-7/14/19	8:00 AM-5:55 PM		SOU	S101	
71548	F	7/19/19-7/19/19	5:45 PM-9:55 PM	$50	SOU	S101	Feyers, R.
And	SaSu	7/20/19-7/21/19	8:00 AM-5:55 PM		SOU	S101	
71471	F	7/26/19-7/26/19	5:45 PM-9:55 PM	$50	CTR	C101	Feyers, R.
And	SaSu	7/27/19-7/28/19	8:00 AM-5:55 PM		CTR	C101	
71472	F	8/9/19-8/9/19	5:45 PM-9:55 PM	$50	CTR	C101	Feyers, R.
And	SaSu	8/10/19-8/11/19	8:00 AM-5:55 PM		CTR	C101	
71549	F	8/16/19-8/16/19	5:45 PM-9:55 PM	$50	SOU	S101	Feyers, R.
And	SaSu	8/17/19-8/18/19	8:00 AM-5:55 PM		SOU	S101	
71550	F	8/23/19-8/23/19	5:45 PM-9:55 PM	$50	SOU	S101	Feyers, R.
And	SaSu	8/24/19-8/25/19	8:00 AM-5:55 PM		SOU	S101	

Returning Rider (Basic Rider 2)   CYCL-8019

This one-day course is designed for the experienced but unendorsed rider to become licensed and legal, or for already endorsed riders to refresh and improve their skills. This course is NOT designed for beginning riders. Students must demonstrate competency with basic operational skills and pass the Level 1 written test during the screening exercises in order to continue in the course. If it's determined a rider needs additional skill development before proceeding, the rider will be referred to the Basic Rider Course (no refunds; no transfers). Topics include: speed control, braking & stopping, counter steering, cornering, hazard avoidance and other techniques necessary for the experienced rider to operate a motorcycle skillfully and safely. Each student must provide their own motorcycle and riding gear. Sharing is not allowed. Scooters will be allowed in this course. The cycle must be titled, properly registered, and display a valid license plate. Each student must provide proof of insurance and the bike must pass a safety inspection. Successful completion allows a student to waive the Secretary of State written and riding skills tests. (8 Contact Hours)

71551	Sa	5/11/19-5/11/19	8:00 AM-5:55 PM	$50	SOU	C121	Eikner, T.
71557	Sa	6/15/19-6/15/19	8:00 AM-5:55 PM	$50	SOU	C123	Eikner, T.
71558	Su	7/21/19-7/21/19	8:00 AM-5:55 PM	$50	SOU	C123	Vanpamel, F.
71473	Su	8/18/19-8/18/19	8:00 AM-5:55 PM	$50	CTR	C101	Vanpamel, F.

PHOTOGRAPHY

Creative Lighting for Photography   PHOT-8032A

This course is intended as a basic introduction to the principles of lighting. Students will discover what factors influence lighting and will have the opportunity to explore the effects of lighting on a composition. We will learn how to create a mood, the most advantageous way to present your subject, how to add lighting, and how to make the best use of existing light. (15 Contact Hours)

71705	T	8/6/19-9/3/19	6:00 PM-8:55 PM	$225	MTEC	138	Melby, S.

PHOTOGRAPHY WORKSHOPS

Students must have completed the Photographic Arts Certificate in order to register for any of the photography workshops listed below.

Portraiture Workshop   PHOT-8035

So you've completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in portraiture as you bring your experience and current skill level to this 5 week class. This is a great opportunity to build up and enhance your portfolio. (15 Contact Hours)

71712	T	6/25/19-7/23/19	6:00 PM-8:55 PM	$75	MTEC	123	Melby, S.

Digital Black & White Workshop   PHOT-8034

So you've completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in Digital Black & White photography as you bring your experience and current skill level to this 5 week class. This is a great opportunity to build up and enhance your portfolio. (15 Contact Hours)

71710	M	7/29/19-8/26/19	6:00 PM-8:55 PM	$75	CTR	H214	Melby, S.

PHOTOGRAPHIC ARTS CERTIFICATE

The Certificate in Photographic Arts consists of six courses: PHOT-8003B, PHOT-8006C, PHOT-8011C, PHOT-8030, PHOT-8005B, and PHOT-8013B. Please note Photoshop Elements I PHOT-8024A or Photoshop Elements II PHOT-8029A may be taken in lieu of PHOT-8013B. Bring your camera to all classes and please make note that field trips will replace class hours on occasion. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Digital Fundamentals   PHOT-8003B

Discover the joy of digital photography. Improve your knowledge of digital cameras, menus, and controls. Learn the different file formats and image resolution choices for printing, email, or posting to a website. Develop a working knowledge of how to download and edit your photographs. (15 Contact Hours)

71703	M	5/13/19-6/17/19	6:00 PM-8:55 PM	$225	CTR	H214	Melby, S.
71700	T	5/21/19-6/18/19	6:00 PM-8:55 PM	$225	MTEC	123	Melby, S.

Principles of Photography   PHOT-8006C

It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Improve film and digital images. Understand the fundamentals of composition, light, and movement and become comfortable using your camera menus and controls. Develop your own style and discover why some photographers are consistently better than others. (15 Contact Hours)

71706	M	6/24/19-7/22/19	6:00 PM-8:55 PM	$225	CTR	H214	Melby, S.

Portraiture   PHOT-8005B

It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Capture the essence of a person. Learn techniques that express personality and discover how to create a mood and get the best from your subject. Become familiar with camera lenses, shutter speed, and depth of field, as well as lighting and perspective. (15 Contact Hours)

71707	T	6/25/19-7/23/19	6:00 PM-8:55 PM	$225	MTEC	138	Melby, S.

Digital Black & White   PHOT-8030

It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Discover the magic of black and white photography. Create black and white images with your camera or photo editing programs. Transform color photos into classic black and whites or create hand-colored retro looks. Silhouettes and sepia toning will be discussed. (15 Contact Hours)

71709	M	7/29/19-8/26/19	6:00 PM-8:55 PM	$225	CTR	H214	Melby, S.

REAL ESTATE

Real Estate Fundamentals   RLST-8004

Designed to provide the information necessary to pass the PSI Salesperson's License exam and gain a better understanding of the business. Instruction includes practice exams, diagnostics, strategies, and helpful examples. (40 Contact Hours)

71156	MW	5/13/19-6/17/19	6:00 PM-9:55 PM	$275	CTR	H208	NCI ASSOCIATES, LTD.

WRITING

A Novice Approach to Short Story Writing   WRIT-8049

This class is an overview of the basic stages for creating a short story. Useful skills will motivate and inspire writers to write. The instructional strategy includes: brainstorming, creating characters, developing conflict and setting the scene. (3 Contact Hours)

71123	W	5/8/19-5/8/19	6:00 PM-8:55 PM	$55	SOU	C238	Burke, J.

Creative Thinking for Writers   WRIT-8039

Learn strategies to eliminate mental blocks for writers. Discover improved brainstorming abilities and thought expansion techniques to develop organized thinking and improved creative writing for fiction, non-fiction, poetry, business and personal composition. (3 Contact Hours)

71124	W	5/15/19-5/15/19	6:00 PM-8:55 PM	$55	SOU	C238	Burke, J.

Memoir: A Novice Approach to Write About Your Life   WRIT-8048

This class is a novice approach to tell your story. Techniques and methods are emphasized during the writing process to enhance the craft of memoir. Students discuss true-life stories and examine the basic elements of writing memoir. (3 Contact Hours)

71125	W	5/22/19-5/22/19	6:00 PM-8:55 PM	$55	SOU	C238	Burke, J.

Manuscript Development   WRIT-8022

This class will provide guidance on manuscript construction--beginning, middle and end. Title creation, outline format, character development, and plot construction will be discussed. In-class writing assignments will focus on objectives to complete the manuscript. (3 Contact Hours)

71126	W	5/29/19-5/29/19	6:00 PM-8:55 PM	$55	SOU	C238	Burke, J.

How to Write a Book in 30 Days   WRIT-8050A

This class is an overview of how to get started and finish writing a book. Students will understand the process and develop useful skills which will motivate and inspire new authors to begin and to accomplish their goal of writing a book. Handout and three sample books are included in the price of this course. (3 Contact Hours)

71128	M	6/3/19-6/3/19	6:00 PM-8:55 PM	$79	CTR	F117	Staley, D.

The Complete Novel: Beginning, Middle, & End   WRIT-8054

Create a fictional story by learning the critical elements of story telling. Acquire techniques to write plots, build characters, and conduct research. Develop the skills that allow connections to be made between characters and plot to complete a novel. (9 Contact Hours)

71127	W	6/5/19-6/19/19	6:00 PM-8:55 PM	$149	SOU	C238	Burke, J.

Write, Publish, Market Books for Beginners   WRIT-8047

This class is a basic overview for the novice writer to discover and explore the process of completing a manuscript, editing, and publishing the work. It also covers the professional attitude needed to revise the manuscript. (3 Contact Hours)

71385	W	6/26/19-6/26/19	6:00 PM-8:55 PM	$55	SOU	C334	Burke, J.

Discover how you can CONNECT to short-term, fast-track training in Automated Systems, CATIA, Instructional Designer and Quality Management. Advance your career today!

We provide both standardized and customized training that can be delivered to your entire team, Locally—Globally—At Your Place or Ours!

Geared to the needs of the manufacturing industry and its current and future workforce, Macomb Community College's Michigan Technical Education Center (M-TEC^SM) is the region's resource for technical training. M-TEC^SM partners with employers, Macomb County Planning and Economic Development, Michigan Economic Development Corporation, Michigan Works!, and Macomb County to provide workforce development solutions for all levels of advanced manufacturing. Working across multiple industry sectors and in collaboration with the region's employers, the M-TEC team develops and delivers both customized and ongoing technical training for companies and individuals to ensure their continued competitiveness in the global economy.

Automated Systems

With new technologies being discovered every day in advanced manufacturing, it's a challenge staying current while moving ahead. Macomb Community College has educational programs to train individuals for required skills in PLC's, robotics, fluid power, VFD drives and more. We train on the latest technology from FANUC, Siemens, and Allen Bradley. Students in select programs may be eligible to earn certifications from FANUC and Siemens. Complete your fast-track program in a few months and start your new career as a:

Robot Programmer – 120 hours
Robot Technician – 408 hours
Controls Technician – 464 hours
Maintenance Technician – 400 hours

Students can also take individual classes in

CELC 8013	Electrical Fundamentals
CELC 8012	Motor Controls & Drives
CELC 8016	Digital Electronics
CMNF 8241	FANUC Robotics Operations
CMNF 8273	FANUC iR Vision 2D
CMNF 8247	Basic PLC Programming
CMNF 8281	RFID
CMNF 8207	Pneumatics Fundamentals
CMNF 8053	Hydraulics Fundamentals
CELC 8020	Electro-Hydraulics & Pneumatics
CWET 8055	Soldering
CMNF 8276	Machine Tool

Courses specific to Fanuc, ABB and Motoman to include Operations, Programming, Electrical Maintenance and Troubleshooting, Mechanical Teardown and Preventative Maintenance.

SolidWorks and CATIA V5 Training

Classes available for Corporate Customers and individuals seeking new skills or to upgrade current skills.

Macomb Community College M-TEC is dedicated to supporting companies and individuals to improve our regions workforce with custom designed training, education, and certification programs. These courses are offered and many more!

SolidWorks Essentials
SolidWorks Assembly Modeling
CATIA V5 Fundamentals
CATIA V5 Mechanical Design Fundamentals

Lockout & Energy Control for GM Contractors ($350 per person)

This one-day course is offered exclusively to approved Suppliers of General Motors and covers the requirements and procedures to perform Lockout Energy Control safely in a GM plant or facility.

Complete course description and registration information at: http://www.macomb.edu/business/workforce-development/general-motors.html. For questions, contact Debra Lang @ 586.498.4114 or langd@macomb.edu.

Instructional Certification Suite (80 hours)

Instructor Certification, Instructional Designer Certification, and Training Manager Certification courses provide theory and hands-on application of educational methodologies required by today's trainers, along with the design process, including the analysis, design, development, and evaluation of course materials.

Instructor Certification – 40 hours
Instructional Designer Certification – 40 hours

Quality Management Processes (272 hours)

Set your course today to become a Quality Inspector and begin your career in Quality Management. Discover how you can make a difference as an inspector or auditor, working with industry and international standards, troubleshooting, and effectively maintaining production integrity and efficiency in the workplace.

Certificate programs are available in:

Fundamentals of Quality – 40 hours
Core Tools Training – 40 hours
Quality Tools Application – 64 hours
Quality Management – 48 hours
Quality Professional – 80 hours

Courses within a certificate can be taken individually or as part of the certificate program.

Quality Management Specialty Training

Six Sigma Green Belt
IATF 16949 2016
TS-16949/ISO-9100
8 D Problem Solving

Core Tools Training Available Online

Call for schedule and registration information
586.498.4100

WORKFORCE & CONTINUING EDUCATION DISCOVER YOUR PASSION, CONNECT YOUR SKILLS, ADVANCE YOUR CAREER.

From small startups to Fortune 500 companies, Macomb offers innovative industrial and technical training programs that improve performance and increase profitability.

To learn more about Engineering and Advanced Technology workforce training, please contact Holger Ekanger at 586.498.4108 or ekangerh@macomb.edu

M-TEC^SM
Michigan Technical Education Center^SM

Macomb Community College
Education • Enrichment • Economic Development

Discover. Connect. *Advance.*^SM

DON'T WAIT! CLASSES FILL QUICKLY. REGISTER NOW!

Get your team ready now! Register today!
Visit: https://www.macomb.edu/business/workforce-development/mtec-training-companies.html

TRAINING & EDUCATION–ONLINE COURSES FOR EDUCATORS
SCECH CEUs available for K–12 teachers and administrators through ed2go® & UGotClass®

SCECHs Online Through ed2go

Ed2Go only $119 per class
Earn 24 SCECHs per class. See full list of courses and register at www.ed2go.com/mccsbceu

A to Z Grant Writing	EDUC-8137A
Achieving Success with Difficult People	EDUC-8434
Blogging and Podcasting for Beginners	EDUC-8085
Common Core Standards for English K–5	EDUC-8321
Content Literacy	EDUC-8447
Creating a Classroom Website	EDUC-8057
Creating Classroom Centers	EDUC-8443
Creating the Inclusive Classroom	EDUC-8058
Creative Classroom	EDUC-8240
Differentiated Instruction and Response to Intervention Connection	EDUC-8442
Differentiated Instruction in the Classroom	EDUC-8200
Differentiating K–12 Assessments	EDUC-8441
Empowering Students with Disabilities	EDUC-8081
Enhancing Language Development	EDUC-8149
Get Assertive!	EDUC-8056
Get Grants!	EDUC-8136
Grammar Refresher	EDUC-8082
Grammar Refresher II	EDUC-8063
Guided Reading & Writing: Strategies for Maximum Student Achievement	EDUC-8049
Guided Reading Strategies for the Differentiated Classroom	EDUC-8201
Handling Medical Emergencies	EDUC-8077
Integrating Technology in the Classroom	EDUC-8464
Leadership	EDUC 8113
Math Refresher	EDUC-8436
Microsoft PowerPoint 2013 in the Classroom	EDUC-8445
Ready, Set, Read!	EDUC-8421
Response to Intervention	EDUC-8059
Singapore Math Strategies: Model Drawing Grades 1–6	EDUC-8060
Singapore Math Strategies: Number Sense	EDUC-8084
Solving Classroom Discipline Problems	EDUC-8152
Solving Classroom Discipline Problems II	EDUC-8052
Speed Spanish	EDUC-8111
Survival Kit for New Teachers	EDUC-8203
Teaching High School Students	EDUC-8446
Teaching Math: Grades 4–6	EDUC-8204
Teaching Preschool	EDUC-8079
Teaching Science: Grades 4–6	EDUC-8199
Teaching Smarter w/Smart Boards	EDUC-8083
Teaching Students with ADHD	EDUC-8440
Teaching Students with Autism	EDUC-8061
Teaching Students with Learning Disabilities	EDUC-8055
Teaching Writing Grades K–3	EDUC-8444
Understanding Adolescents	EDUC-8150

Register at www.ed2go.com/mccsbceu

SCECHs Online Through UGotClass

UGotClass SCECHs application and attendance form will be emailed after you register.
Also appropriate for higher education faculty or those teaching adult learners.
Register at www.yougotclass.org/catalog-complete.cfm/MCCSCECH

ONE-MONTH COURSES

USING CELL PHONES IN THE CLASSROOM (16 HOURS) $145

Class, turn your cell phones — on! Most of your students have cell phones, and now you can use this valuable tool in your classroom to engage and involve your students more in their learning. Discover how to implement cell phones in your classroom from a teacher who has done it successfully. Come away with a step-by-step how-to plan on enhancing your students' learning, and your teaching.

SOCIAL MEDIA AND ONLINE TOOLS FOR K–12 TEACHERS (16 HOURS) $145

Since many of your students are already there, have you been curious if any of these tools might keep them engaged in your class? Do you ever wonder if there might be some time-effective ways to communicate with their parents? GoogleDocs, Adobe ConnectNow, iGoogle, Flicker, Animoto, earth album, Teacher Tube, blogs, virtual labs and yes, even Facebook and Twitter can help you add dimension and interest to your class. Discover ways to overcome resistance you might encounter in using these programs.

ADVANCED TEACHING ONLINE (16 HOURS) $195

Discover how to plan, develop and teach an online course. Find out how to take classroom presentations, discussion and quizzes and put them online. Discover the wealth of online tools and activities to complement and enhance your classroom teaching and their learning. See an animation, drop-and-drop exercise, and other online tools. Learn how to convert your in-person presentations into online presentations. Textbook is included.

TWO-MONTH CERTIFICATES

CERTIFICATE IN TEACHING ADULTS (32 HOURS) $295

This is your invitation to teach others in-person and join in one of the more important functions in life — passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you. We will give you both the fundamental and advanced information to improve your teaching.

DESIGNING SUCCESSFUL WEBINARS (16 HOURS) $195

Webinars are a hot meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical.

MANAGING & MARKETING WEBINARS (16 HOURS) $195

Boost your success! Find out when and how often to promote webinars, how to do follow up promotion to those who click-through on your initial emails, and how to generate more leads and inquiries. Discover our unique needs assessment model, and take back our 5 secrets to creating high response surveys.

INTRODUCTION TO 3D PRINTING (16 HOURS) $195

3D printing has been hailed as a solution to all manufacturing problems. Obviously that is exaggerated, but what is it good for, and when is traditional manufacturing still the better choice? In this course, you will learn how to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer. You will become familiar with some typical online databases of objects available to print, and get a bit of experience with free or open-source software for all stages of the process. This class will be primarily focused to introduce you to the tools of the open 3D printer ecosystem, but the principles will apply to consumer 3D printers in general.

THREE-MONTH CERTIFICATES

GENDER IN THE CLASSROOM (16 HOURS) $145

Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits girls get in school that hurts them in the workplace. Your female students learn differently than your male students. Discover how girls learn. Take away 10 top tips for helping girls learn more, and the 5 tips to help girls succeed more. Then discover how boys learn. Take away 10 top tips for helping boys learn more, and the 5 tips to help boys succeed more.

GENERATIONAL LEARNING STYLES (16 HOURS) $145

This course will focus on the influence of generational characteristics on learning styles. Explore fascinating information on the brain and how each generation has responded to their unique "cohort experience." Acquire the skills and information needed to facilitate Gen Y and the emerging generation of learners. Understand how your own generational characteristics impact your learning AND your teaching. Come away with our top 20 generational techniques for helping your students learn more.

STUDENTS WITH AUTISM SPECTRUM DISORDER (ASD) (16 HOURS) $145

The effects of this disorder vary widely, but it is important for every teacher to understand how to recognize behaviors that may indicate ASD. In this course, you take away strategies for working effectively with ASD students. Find out how to work effectively with parents to create the most positive learning environments for children and teens with this disorder.

Certified Online Teacher/Instructor (COI)

Save by taking three courses below, exam, and course critique $795, or may be taken individually.

DESIGNING ONLINE INSTRUCTION (16 HOURS) $195

Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more. Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources and design guidelines. Discuss the phases of design and development and models, motivating student-student interaction, and managing interaction. Get the latest information on copyright issues, assessment and evaluation.

ADVANCED TEACHING ONLINE (16 HOURS) $195

Discover how to plan, develop and teach an online course. Find out how to take classroom presentations, discussion and quizzes and put them online. Discover the wealth of online tools and activities to complement and enhance your classroom teaching and their learning. See an animation, drop-and-drop exercise, and other online tools. Learn how to convert your in-person presentations into online presentations. Textbook is included.

FOSTERING ONLINE DISCUSSION (16 HOURS) $195

Being engaged with your online learners throughout the course is one of the three biggest weaknesses of online teachers. It is also one of the three biggest ways to take your online course to the next level, making it a superior learning experience for your learners. Come experience how to do it from the creator of the concept and practice of 'continual engagement' in teaching. Discover how to build student success through your interaction, how to give online learners feedback, communicating with them about everything from subject matter to delicate issues to grading.

Register at www.yougotclass.org/catalog-complete.cfm/MCCSCECH

HIGH-DEMAND JOBS:
Veterinary Assistant Program

Debuting at Macomb
Fall 2019
(See page 1)

SPECIAL POPULATIONS/SPH/DHP PROGRAM

I CAN
I CAN'T

Transition to Triumph

Increase self-esteem and take control of your future. Develop a better understanding of yourself, improve your communication skills, set achievable goals and make realistic career decisions. The program consists of 12/24 sessions. You MUST pre-register and attend an Intake Session prior to participation in this program.

Call 586.445.7003 to register

Scholarships are available: In accordance with federal guidelines, priority for scholarships will be given to assisting individuals with the greatest financial need and special consideration given to displaced homemakers who, because of divorce, separation or the death of a spouse, must prepare for paid employment

REGISTRATION & INFORMATION

Macomb Community College extends the College's tradition of education and service by providing lifelong learning opportunities to the community through Workforce & Continuing Education.

REGISTRATION

Online Registration opens Thursday, March 21 at 8am. We suggest you register for class at least one week before it begins to ensure you get a seat before classes fill; however, you can register until the day class begins.

PRIVACY ACT NOTICE

Disclosure of Social Security numbers is mandatory for registration. This information is used to (1) verify the identity of students, (2) keep, maintain and access the records of students, and (3) for purposes of financial aid or other benefits available under law. For additional information visit macomb.edu (search: confidentiality) to review Macomb Community College's Confidentiality of Student Records policy.

2 EASY WAYS TO REGISTER FOR CLASSES

1) Register Online: Visit www.macomb.edu. Click on Apply at the top of the page.

–**New students**–Click on the **TEAL** New Continuing Education Students box. Click Search and Register for Continuing Education Classes.

–**Returning students**–Click on the GRAY Current & Returning Continuing Education Students box. Log in with your My Macomb credentials.

2) **Walk in Registration:**
Visit the Records & Registration Office–
South Campus G Building, Room 224;
Center Campus G Building, Room 110.

Monday and Tuesday: 8am–6pm
Wednesday through Friday: 8am–4:30pm

Campuses closed: April 19, May 27 and July 4. Please check macomb.edu for updated holiday and school closing information.

For Registration Assistance, call 586.445.7999

CERTIFICATE REQUESTS

Upon successful program completion, request your certificate by contacting:

• Business & Information Technology and ESL: continuinged@macomb.edu.

• Engineering & Advanced Technology: 586.498.4100 or workforcedev@macomb.edu.

• Health & Public Services/Center for Health Careers: healthcareers@macomb.edu.

SPONSORED BILLING

Financial Services will bill tuition and fees to approved parties such as Michigan Works!, Michigan Rehabilitation, or Tuition Assistance Programs. Authorization must be submitted prior to or at the time of registration: 586.445.7492 or sponsoredbilling@macomb.edu.

CONTINUING EDUCATION UNITS (CEU)

This is a nationally recognized standard unit of measure for substantive learning experiences. One CEU is equal to 10 instructional hours.

FINANCIAL AID

Financial Aid is not available for WCE classes but you may be eligible for funds from Michigan Works!, Vocational Rehabilitation, Veterans Administration or Tuition Assistance. You will need to contact the service provider to find out more.

REFUND POLICY

• 100% refund if Macomb WCE cancels class.

• 100% refund if student drops class PRIOR to the start date.

• 0% refund if student drops class ON the start date.

• 0% refund thereafter.

• Special Circumstances: Students who must withdraw from a class on or after the class start date due to hospitalization, accidental injury, prolonged illness, mandatory shift change at student's place of full-time employment (does not include mandatory overtime), mandatory move of employment which necessitates a change of residency (does not include new employer), military deployment, or other reason deemed appropriate by the department dean or director, may receive a 100% refund. Requests for special circumstances must be made in writing with supporting documentation to the Program Coordinator.

Motorcycle Safety Refund Policy:

• 0% refund if student drops or transfers course.

• 100% refund if course is cancelled by college.

How and When Refunds Are Processed:

• Tuition refunds are processed weekly, excluding holidays.

• Payments made with a credit/debit card are refunded first.

• Other refunds are made by paper check.

SCHOOL CLOSING

• Go to www.macomb.edu

STUDENTS WITH SPECIAL NEEDS

• Call 586.445.7420 (South Campus) or 586.286.2084 (Center Campus) at least 3 days prior to the class start date to request services.

TEXTBOOKS

• If your class is at Center—Call 586.286.2093 or go to Center Campus P Building

• If your class is at any other location (including online)—Call 586.445.7385 or go to South Campus K Building

TUITION

• Tuition payment must be made at time of registration.

• Rates are the same for residents of all counties.

• Tuition is different for each class and is listed in this Schedule of Classes.

• Seniors (age 60 & older) will receive a 10% discount, unless otherwise noted.

DISCLAIMER

Faculty members are not permitted to sell any product or service or espouse any spiritual or religious activity while acting in a Community Education role. Faculty members employed by any commercial vendor must state their occupation and commercial role at the first class meeting. Literature with commercial content and business cards may be made available to participants upon request. Macomb Community College and its administration are not responsible for any activities that take place outside of class between instructor and participants.

LOCATION CODES
(WHERE WCE CLASSES ARE HELD)

CENTER CAMPUS (CTR) AND UNIVERSITY CENTER PLACE (UC1) OR (UC3)

44575 GARFIELD ROAD
CLINTON TOWNSHIP, MI 48038
CORNER OF HALL AND GARFIELD ROADS

A	BLDG	• USE PARKING LOT 3 OFF GARFIELD
B	BLDG	• USE PARKING LOT 3 OFF GARFIELD
E	BLDG	• USE PARKING LOT 2 OR 3 OFF GARFIELD
F	BLDG	• USE PARKING LOT 1 OFF GARFIELD
G	**BLDG**	• RECORDS & REGISTRATION OFFICE, RM 110
H	BLDG	• USE PARKING LOT 4 OFF GARFIELD
K	BLDG	• USE PARKING LOT 4 OFF GARFIELD
L	BLDG	• USE PARKING LOT 7 OFF HALL ROAD
N	BLDG	• USE PARKING LOT 8 OR 10 OFF HALL ROAD
R	BLDG	• USE PARKING LOT 10 OR 11 OFF HALL ROAD
UC 1 & 3		• USE PARKING LOT 5B OFF GARFIELD

M-TEC (MTEC)

7900 TANK AVENUE • WARREN, MI 48092
LOCATED WEST OF VAN DYKE ON TANK AVENUE (MARTIN ROAD)
PARKING IS BEHIND THE BUILDING

SOUTH CAMPUS (SOU)

14500 E. 12 MILE ROAD • WARREN, MI 48088
BETWEEN HAYES AND SCHOENHERR

C	BLDG	• USE PARKING LOT 2 OFF BUNERT
D	BLDG	• USE PARKING LOT 2 OFF BUNERT
E	BLDG	• USE PARKING LOT 1 OFF BUNERT
F	BLDG	• USE PARKING LOT 5 OFF HAYES
G	BLDG	• USE PARKING LOT 2 OFF BUNERT
G	**BLDG**	• RECORDS & REGISTRATION OFFICE, RM 224
J	BLDG	• USE PARKING LOT 5 OFF HAYES
K	BLDG	• USE PARKING LOT 5 OR 7 OFF HAYES
M	BLDG	• USE PARKING LOT 8 OFF HAYES
R	BLDG	• USE PARKING LOT 11 OFF MARTIN ROAD
S	BLDG	• USE PARKING LOT 11 OR 12 OFF MARTIN ROAD
T	BLDG	• USE PARKING LOT 12 OFF MARTIN ROAD

OFF-MACOMB CAMPUSES (OFF)
ONLINE/VIRTUAL (VIR)

Center Campus, South Campus, and M-TEC^SM maps are available at www.macomb.edu

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MACOMB COMMUNITY COLLEGE
Workforce & Continuing Education
SCHEDULE OF CLASSES
MAY–AUGUST 2019

Registration begins Thursday, March 21, 2019, 8AM

Workforce &
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